

## Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Acquisition refers to taking legal possession and ownership of an artwork through purchase, gift, bequest, commission, donation, transfer or exchange.

Art Collection/Collection refers to the recognised holdings of artworks acquired by the University officially known as the USC Art Collection.

Artwork/s refers to all cultural material including but not limited to paintings, drawings, prints, photographs, sculpture, ceramics, textiles, artists' books, artefacts, video art and installation art.

Deaccession is the process of de-registering an accessioned object from a collection and amending the documentation relating to that object.

Disposal is the physical removal of an object from an organisation by a process decided upon by the collections or acquisitions committee.

Loan is a temporary physical transfer of an artwork from the Art Collection to a public institution such as an art gallery or museum over a specified period of time and where there is no transfer of ownership.

Provenance is the place or origin; the history of ownership of an object, especially the records and documents authenticating such and object or its history of ownership.

## 1. Purpose of procedures

These procedures provide a framework for the management of the University of the Sunshine Coast Art Collection.

## 2. Acquisition of artworks

2.1 All artworks proposed for acquisition to the USC Art Collection must be reviewed for recommendation by the Vice-Chancellor's Art Advisory Committee (VCAAC) prior to acquisition.

2.2 The Manager, USC Art Gallery will prepare an Art Acquisition Proposal for submission to the VCAAC for consideration. This should present an assessment of the artwork and statement of significance to the USC Art Collection and address Criteria for acquisition as set out in the USC Art Collection – Operational Policy.

2.3 Recommendations for artworks valued over \$5,000 must be approved by the Vice-Chancellor and President prior to acquisition.

2.4 The following also applies when evaluating a proposed acquisition:

2.4.1 Provenance; clear legal title is required for all artworks prior to acquisition;

2.4.2 Any management and resource implications of accepting loans, gifts, donations or purchases. i.e. ensuring there is adequate display, storage, conservation provisions in place to accept the artwork.

2.5 Only the Manager, USC Art Gallery on behalf of the VCAAC has the authority to reserve artworks and/or make offer to purchase artworks on behalf of the University.

2.6 Artworks recommended by the VCAAC and approved by the Vice-Chancellor and President will be accessioned into the USC Art Collection.

2.7 Gifts/donations to the USC Art Collection will be valued by an accredited valuer.

2.8 Gifts/donations to the USC Art Collection are to be reported to Director, Development.

## 3. Display of artworks

3.1 Display spaces must meet minimum security and environmental standards as assessed by the Manager, USC Art Gallery. Loan requests will be made through the USC Art Gallery and every effort will be made to accommodate requests, however, the Manager, USC Art Gallery reserves the right to locate artworks in the Art Collection where deemed appropriate for their safe keeping.

3.2 A nominee from the organisational area to which the artwork is loaned is responsible for monitoring the artwork/s on loan and must report any changes or modifications to the location and environment conditions to the Manager, USC Art Gallery.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, Office of Engagement

### FIRST APPROVED

9 December 2008

### LAST AMENDED

8 December 2017

### REVIEW DATE

4 December 2022

### STATUS

Active

3.3 Artworks on display must not be moved without prior approval from the Manager, USC Art Gallery or suitable Art Gallery representative unless the artwork/s are at immediate risk of damage (i.e. extreme weather event). The Manager, USC Art Gallery or Art Gallery representative will manage movements of artwork/s from the USC Art Collection.

3.4 Display of privately owned artworks and artworks belonging to schools, faculties or divisions that are not from the USC Art Collection will be the responsibility of the individual owner or University area.

## 4. Deaccessioning and disposal of artworks

4.1 Deaccessioning may be recommended for the following reasons:

4.1.1 irrelevance to Art Collection - Operational Policy;

4.1.2 theft, loss, damage or serious deterioration in condition;

4.1.3 unclear provenance, forgery or reproduction;

4.1.4 repatriation of cultural material;

4.1.5 duplication;

4.1.6 low artistic merit or inferior quality;

4.1.7 unsuitability for storage, exhibition or display purposes;

4.1.8 a burden on resources, or present a risk to the University.

4.2 Deaccessioning will be conducted in a reasoned, documented and professional manner following USC's Staff Code of Conduct – Governing Policy, and established industry standards and ethics.

4.3 The Manager, USC Art Gallery will prepare a deaccession submission for consideration to the VCAAC. VCAAC are responsible for recommending the disposal of artworks to be endorsed by the Vice-Chancellor and President. Deaccessioning and disposal may only occur with the approval of the Vice-Chancellor and President.

4.4 Only artworks where the University holds clear legal title will be considered for deaccessioning and disposal.

4.5 The University will observe all legal, conditional, cultural or related issues in relation to disposal.

4.6 Disposal of artworks may include sale, exchange, gift or destruction. Only other public collections may receive the gift of a de-accessioned work.

4.7 Destruction of an artwork will be considered only if the artwork has deteriorated beyond reasonable repair or presents a danger to persons or property.

END

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### RELATED DOCUMENTS

[Donation Acceptance - Operational Policy](#)

[Financial Management Practices - Operational Policy](#)

[Management of Contracts and Memoranda of Understanding \(MOUs\) - Governing Policy](#)

[USC Art Collection - Operational Policy](#)

### LINKED DOCUMENTS

[USC Art Collection - Operational Policy](#)

### SUPERSEDED DOCUMENTS

[Artworks Acquisition and Deaccessioning - Managerial Policy](#)

### RELATED LEGISLATION / STANDARDS

[Copyright Act 1968 \(Cth\)](#)