

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/05/2012	0146	22/05/2012
2	27/01/2015	15/005	27/01/2015
3	13/02/2018	18/046	16/03/2018

## 2 Policy Objective

Griffith Regional Art Gallery (GRAG) may, from time to time acquire artworks to comprise a Collection. The focus of the Collection will be guided by the Collection Policy of the Cultural Facilities Committee. This can include (but not be limited to)

- A focus on aspects of the culture, community, history, people, interests, politics and personalities of the City of Griffith,
- Examples of the works of recognised artists or arts practices, particularly those with a local provenance or connection, or
- Other themes or focus that the Cultural Facilities Committee may adopt from time to time.

## 3 Policy Statement

### 3.1 Acquisition focus

Items for the Gallery to acquire may include but are not limited to:

- Photographs;
- Audio-visual material;
- Illustrations and cartoons.
- Paintings
- Sculpture
- Multi-media works
- Textiles and fabric works, including costumes and couture items
- Jewellery and object art
- Other items that may be defined by the Cultural Facilities Committee from time to time.

### 3.2 Conditions which new acquisitions should meet

3.2.1 Cultural Facilities Committee may approve acquisitions, subject to proposed acquisitions first meeting the following:

- Complies with the collection policy;
- Is in archival standard condition, or can be repaired/restored either by the donor or within existing Gallery operating budgets
- Can be adequately and appropriately conserved, catalogued and stored;
- Vendor/donor has legal title to the artwork and is authorised to transfer title;
- The acquisition is supplied free of encumbrances;
- The acquisition has clearly established provenance;
- The acquisition does not unnecessarily duplicate items already in the Gallery collection;
- That it may be acquired in accordance with the Acquisition Procedure (below);
- Where the artwork has a cost in excess of \$1500 the acquisition must be first made available for appraisal/evaluation by a GRAG nominated recognised industry professional, and the decision to acquire shall be informed by the outcomes of the evaluation;
- That the acquisition may become the property of GRAG and be administered as GRAG sees fit.

3.2.2 Acquiring an artwork includes any process of bringing into possession or ownership, including but is not limited to:

- Purchasing
- Gifting
- Bequeathing
- Donating

3.2.3 Under certain circumstances it is considered acceptable to place:

- Restrictions on access to the material for a specified period;
- Retention of ownership of copyright in the artwork by the vendor/donor.

3.2.4 Where an acquisition is conditional, the Cultural Facilities Committee will take into account the importance of the artwork and the reasonableness of the conditions requested.

3.2.5 Acquiring requires the transfer of title and therefore only includes works on loan, either temporary or permanent, in exceptional circumstances. (See point 3.7.2)

### 3.3 Acquisition Procedure

The following procedure shall be used in the purchase of artworks for GRAG.

3.3.1 Where the artwork is within the expenditure delegation of the Manager

- a) The proposed acquisitions shall first be referred to the Manager and the proposed purpose of the acquisition noted.
- b) Where an appraisal is required in accordance with this policy, the Manager shall only have the acquisition appraised if s/he is satisfied that all above Conditions have been met and the proposed acquisition fits within the Collection Policy.
- c) The appraisal shall be the qualified opinion of recognised industry professional/s and should include a determination of the proposed acquisition's suitability to be held in collection, market value, potential appreciation, historical significance, and relevance to the existing collection, costs associated with acquiring and conserving, preserving, and/or managing to ensure the purpose of the acquisition is met.
- d) Results of the appraisal shall inform the decision to acquire. The Manager shall then be authorised to make the acquisition subject to availability of approved funds.

#### 3.3.2 Where the artwork exceeds the expenditure delegation of the Manager:

- a) The proposed acquisitions shall first be referred to the Manager (or delegate) and the proposed purpose of the acquisition noted.
- b) The Manager shall only recommend the acquisition to the Cultural Facilities Committee once s/he is satisfied that all above conditions have been met and appraisal can be performed.
- c) If approved by the Cultural Facilities Committee, an appraisal shall be sought. The appraisal shall be the qualified opinion of recognised industry professional/s and should include a determination of market value, potential appreciation, historical significance, relevance to the existing collection, costs associated with acquiring and resources required for conserving, preserving, and/or managing to ensure the purpose of the acquisition is met.
- d) Results of the appraisal shall then be communicated to the Cultural Facilities Committee. The Cultural Facilities Committee shall then recommend whether to acquire, subject to availability of approved funds.

### 3.4 De-accessioning/disposal

The process of removing material from the care and custody of GRAG. De-accessioning is a serious matter, which requires careful consideration and documentation.

#### 3.4.1 De-accessioning will take place with the approval of the Cultural Facilities Committee for one or more of the following reasons:

- a) Conclusion of an agreed period of ownership;
- b) Lack of historic relevance;
- c) Lack of relevance to the long-term strategic plan;
- d) Absence of clear legal title;
- e) Theft or loss;
- f) Damage or serious deterioration in condition; or
- g) New information regarding the artwork that leads to a reappraisal of its appropriateness.

3.4.2 Disposal options for de-accessioned material will first be guided by any extant written agreement, otherwise may include offering the artwork to another collection or museum, the commercial sale of the artwork or the destruction of the artwork. The use of any proceeds from sale of such shall be set aside and utilised only for the purchase of other artworks for GRAG.

3.4.3 Where an artwork is scheduled for disposal (and there being no contractual obligations relating to disposal), then

- a) the artwork shall first be offered back to the vendor/donor;
- b) the artwork next be offered to the artist, his or her family or estate if point 3.4.3 (a) or point 3.4.3 (b) is not reasonable or practical, then the artwork will be disposed at the discretion of the Manager;
- c) prior to disposal, the artwork will be photographed or copied in an archival quality manner, and that copy is to be kept in the GRAG records together with all relevant details of its acquisition and de-accessioning/disposal for a period of not less than ten (10) years.

### **3.5 Loan**

3.5.1 Any loan of an artwork to GRAG must be in accord with the acquisition process.

3.5.2 Except in exceptional circumstances, GRAG should not accept artwork on permanent loan. In the first instance gifting the artwork must be fully explored.

3.5.3 Where a loan is undertaken, the loan must be fully documented, with a loan agreement incorporating rights and responsibilities of all parties, a review period and a clear obligation for the lender to notify GRAG of change of address or contact details.

### **3.6 Accession Record**

- 3.6.1 The vendor or donor of an artwork shall be recorded on the accession record. A vendor/donor registry will be kept to record contact details of previous owners, together with any relevant historical, anecdotal or familial information regarding the artwork/s purchased or donated.
- 3.6.2 De-accessioning provisions specific to the artwork need to be stated and agreed prior to the artwork being acquired.

### **3.7 Records**

- 3.7.1 The GRAG Gallery Coordinator will be responsible for managing the records pertaining to the artworks in the Collection.
- 3.7.2 Records shall include, but not be limited to, all documents or items of various formats containing data or information of any kind and in any form, created or received and accumulated by GRAG in the transaction of business or the conduct of affairs and subsequently kept as evidence of such activity through incorporation into the records keeping system of GRAG.

### **3.8 Contact for Information Regarding Potential Acquisitions**

For initial information regarding potential acquisitions for GRAG, the contact will be the Manager (or delegate), on behalf of the Cultural Facilities Committee. The Cultural Facilities Committee will consider all offers and has ultimate de-accessioning authority for final decisions regarding any acquisition.

## **4 Definitions**

None

## **5 Exceptions**

None

## **6 Legislation**

None

## **7 Related Documents**

None

## 8 Directorate

Business Cultural & Financial Services