



# Art Collection Policy

## Purpose of Policy

To manage the Waitakere Arts and Cultural Development Trust – Trading as Corban Estate Arts Centres' (CEAC) acquisition, holding, care and deaccession of artworks.

## Definitions

**Artwork:** For the purposes of this policy, artwork in any media which has been purchased, donated or bequeathed to Corban Estate Arts Centre (CEAC). This may include painting, sculpture, water-colour, drawing, print, ceramic art, fibre or textile art, photograph, glass art, documentation of conceptual art, new media art, mixed media art, temporary performance art or site-specific installation. Artworks personally purchased by staff are not covered by this definition, nor are reproductions, except where they are numbered limited editions of an original work.

**Acquisition:** The process by which CEAC acquires artworks, including by purchase, transfer, donation, bequest or through long-term loan

**Collection Receipt:** A document outlining the terms and conditions on which an artwork is donated or bequeathed

**Collections Catalogue:** The central record of all artworks, held and maintained by the CEAC Curator/ Exhibition Manager

**Deaccession:** The process by which CEAC divests itself of artworks, including by sale, gift, or transfer, or by returning the artwork to the artist or donor.

## Content

### 1. Purpose of Collections

The main purposes for which CEAC holds artworks are:

- Enhancing and reflecting the history, culture and character of CEAC
- Enriching or embellishing CEAC's buildings for the benefit of staff, students and visitors
- Recognising individuals and events connected with CEAC
- Use for research and education
- Recognising the links between CEAC and wider community.

### 2. Criteria for the collections

All artworks acquired and held by CEAC should:

- Fulfil one or more of the purposes set out in clause 1
- Be reasonably able to be displayed and maintained by CEAC
- Have clear title and be legally, ethically and culturally appropriate for CEAC to hold, and
- for new acquisitions, meet priority level 1 or 2 as defined in priorities.

#### Priorities

Level 1: Artworks by significant artists where the artist or subject matter is closely associated with the CEAC



Level 2: Artworks where the artist or subject matter is closely associated with CEAC

Level 3: Other artworks.

### **3. Process of acquisition**

Artwork can be acquired by CEAC when it is an approved part of building work (i.e. embellishment), or when the acquisition is funded from CEAC's budget or from donations or bequests specific to CEAC.

CEAC should ensure that any artwork acquired is consistent with the criteria in clause 2, and that CEAC can meet ongoing costs of maintenance and curation. Acquisitions must be made in consultation with the CEAC Trust Board, who will assess the works against the criteria in clause 3 prior to purchase.

When CEAC acquires an artwork, they must notify the Curator/ Exhibition Manager who will update the Collections Catalogue.

### **4. Holding artworks**

Artworks will generally be located within the CEAC Homestead. Where a bequest or donation includes criteria about where or how an artwork is displayed, these criteria will be respected to the extent that this is practically possible.

For conservation and insurance purposes, the current location of all artworks must be recorded in the Collections Catalogue.

Where a CEAC staff member wishes to shift an artwork's location it should make a formal request to the Director, who will evaluate the extent of expertise required to shift the artwork and assess the suitability of the intended location.

### **5. Loans**

All loans from the collection are made at the discretion of the Director.

Requests for loans within the CEAC estate can be made directly to the Director and will be evaluated on a case-by-case basis. If granted, the Director determines the terms and length of the loan.

Loans from the collection outside CEAC, which will only be considered if the request is from an accredited institution, professional gallery or museum and will be reviewed by the CEAC Trust Board.

A loan contract and condition report shall be issued with all approved loans and tracked throughout the loan period by the CEAC Curator/ Exhibition Manager. The borrowing institution accepts all responsibility for insurance, shipping, and repair costs associated with the loan unless otherwise specified in the loan contract. Loans to CEAC must be approved by the CEAC Trust Board. Loans are not permitted without a loan contract and condition report.

### **6. Acquisition by Bequest**

Donation to the CEAC collection may be made by bequest. It is strongly recommended that donors considering making a bequest discuss their intentions with CEAC prior to writing their will in order to ensure their intended gift meets with our collection criteria. Where a bequest of a work of art does not meet the criteria of the collections policy, it may be respectfully declined or referred to a more appropriate repository.

### **7. Maintenance and Conservation**

CEAC is responsible for keeping all artworks it holds in the best possible condition.



CEAC's Curator/ Exhibition Manager will arrange for the monitoring of an artwork's condition, the frequency and extent of which will be determined by the nature of the work.

CEAC staff have an ongoing obligation to proactively monitor the condition and advise the CEAC Curator/ Exhibition Manager if any damage or deterioration is observed.

The cost of any repairs, conservation or security measures to artworks will be organised by the CEAC Curator/ Exhibition Manager.

## **8. Deaccession**

Deaccession will only occur in exceptional circumstances, and will normally only be considered where:

- The artwork does not fit the purpose of the collection
- CEAC is unable to display the artwork for reasons of practicality or safety
- CEAC is unable to adequately conserve the artwork, or the costs of doing so outweigh the artwork's value to CEAC, and/or
- The artwork is inappropriate for CEAC to retain due to legal, ethical or cultural considerations.

Artworks bought by CEAC with its own funds can be deaccessioned if appropriate at any time.

Artworks donated or bequeathed to CEAC (or funded by a donation or bequest) should only be deaccessioned if the deaccession is in accordance with the Collection Receipt or any agreement made at the time the artwork was acquired, or by subsequent agreement with the benefactor or their descendants.

Should an artwork be discovered to have been received improperly or illegally, it should be deaccessioned in a way which best redresses its acquisition.

Any funds raised from the sale of artworks will be applied to CEAC reserves or the purchase of other artworks by CEAC, in a manner consistent with the purpose of the original purchase, donation or bequest.