

# Art Collection Management



<b>Council Policy Number</b>	<b>127</b>
Date adopted	19 November 2019
Scheduled for review	November 2023

## Purpose

The Art Collection Management Policy provides guidance as to how Campaspe Shire Council's ('Council') proprietary art collection is managed and curated, including storage, display, and deaccession and removal.

The municipality has a rich and diverse history. Limiting its proprietary art collection to objects consistent with four themes that reflect this history will result in a recognisable, themed collection with works linking and relating to each other that will engage the community and enhance their enjoyment of and pride in the collection. The ability to deaccession and remove items will enable Council to efficiently manage the collection into the future.

## Policy Statement

### 1. Purpose of the Collection

The Council holds a proprietary collection of two dimensional and small three dimensional works that are displayed in Council offices, meeting rooms, and open spaces, as well as occasionally in public exhibitions.

These pieces have been collection over many years and include gifts and donations as well as works purchased under the previous Arts Acquisition policy. These artworks should reflect the diverse history and values of the municipality by satisfying one or more of the following themes:

- a) Indigenous art
- b) Rural life
- c) Australian nature
- d) Contemporary art practice

There is a reasonable expectation that Council should hold enough regional art works to display in public spaces and hold in trust for the community.

### 2. Management of the Existing Collection

Items that have entered into Council's Proprietary Collection must be able to be tracked, monitored, stored or displayed, and cared for properly.

The ongoing management of the collection will be ensured by a delegated Officer within the Community Engagement Team and will include the display or storage of artworks in secure and appropriate environmental conditions, regular condition report and auditing, and maintenance and restoration of any items deemed to require this.

The delegated Officer will ensure the safe, secure storage of collection items and ensure that the items are displayed and/or stored in appropriate environmental conditions.

The delegated Officer will carry out annual condition reporting to ensure that the items are being housed adequately in order to prevent theft, damage, or deterioration.

### 3. Deaccession and Removal from the Collection

Deaccession is the administrative process whereby an item is removed from the Council's proprietary art collection.

**a) Determining the need for Deaccession**

Items to be deaccessioned will be identified from Council's proprietary art collection by a Collection Evaluation Panel.

Deaccession decisions should be based on objective criteria and not personal taste.

The deaccession of a collection item can be emotive and it is important that such a process is managed with sensitivity. Reasons for deaccession from the collection could include:

- a) Lack of relevance to the collection under the identified themes
- b) No clear evidence of legal title
- c) Theft or loss
- d) Damage or serious deterioration in condition
- e) Inferior quality to the rest of the collection
- f) Erroneous inclusion in the collection
- g) Repatriation of cultural property; or
- h) An item on loan to the collection is recalled by its owner.

**b) Determining the method of Removal from the collection**

The procedure for collection item deaccession and removal must meet the minimum requirements of the *Museums Australia Code of Ethics 1999 - Section 6: Disposal of Collections*.

Items marked for deaccession may first be offered to the artist, or a family representative if the artist is deceased.

Items that have a significant cultural value but aren't relevant to the acquisition guidelines should, wherever possible, be placed with the most relevant community organisation or public institution by means of gift or sale.

Items that don't have a significant cultural value but do have a market value may be disposed of by sale through a reputable established dealer, public auction or tender or sold or exchanged to a public gallery, museum or collection.

Items that were acquired by donation must first be offered back to the donor and then, if refused, be disposed of by gift, sale or exchange.

Items that are damaged or significantly deteriorated may be destroyed or recycled. Wherever possible the artist will be informed beforehand of the intention to destroy the work and offered the opportunity to have the work returned to them.

Funds obtained from the sale of deaccessioned works of art will be applied exclusively to the ongoing management of the remaining collection.

**c) Managing the Deaccession and Removal Process**

The following process should be used when deaccessioning and removing items from the collection:

- a) A deaccession form must be completed for each item deaccessioned from the collection and recorded on the deaccession register.
- b) A copy of all documentation relating to the collection item will be retained and catalogued. Should the item be donated or sold, a copy of relevant documentation will be provided with the item.
- c) Should an item be put to sale by public auction or tender and the item does not sell in the first instance, the item will be readvertised and tenders invited for a further 30 day period.
- d) An object may be returned to the original owner only if substantial proof exists that the object was on loan.
- e) Should it be deemed appropriate to sell an item any funds raised from the sale of objects will be set aside to maintain relevant objects for the collection.

**4. Collection Evaluation Panel**

The Collection Evaluation Panel will be comprised of the following members:

- a) Delegated officer from the Community Engagement Team
- b) Suitably qualified members of the community, accepted to the panel by application
- c) A Professional Art Valuer (as required)

**Exclusions**

Nil

**Human Rights**

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

**Definitions**

Proprietary Collection	A collection of two and small three dimensional works owned by the Council that are displayed in Council office spaces, parks and at public exhibitions.
Indigenous Art	These works must be work produced by an artist who identifies themselves as being of Indigenous Australian origin, accepted by their peers as such, and where the work reflects a style or has elements that are in a style accepted as an “Aboriginal art” style.
Rural Life	These must be the work of an Australian born artist or of one who has lived and worked in Australia. Rural life means work where the subject matter depicts a human activity that occurs as a part of a lifestyle outside of city environs.
Australian Nature	These must be the work of an Australian born artist or of one who has lived and worked in Australia. Nature means work depicting the elements of nature, which may include plants and geological features, but which focuses on native fauna.
Contemporary Art Practice	Articles that are abstract and semi-abstract works, and can include various types of print making, drawing, photography, sculpture and ceramics.
Deaccessioning	The administrative process whereby an item is removed from the Council’s proprietary collection.
Removal	The physical act of removing a deaccessioned item from the collection.
Suitably Qualified	A member of the community shall be deemed ‘suitably qualified’ for admission to the Collection Evaluation Panel if they have recognised training in collection curatorship and management or are a recognised practicing artist with experience in curating and/or managing artworks.

**Related Legislation**

Nil

**Related Policies, Procedures and Strategies**

Nil

**Attachments**

Nil

**Review Period**

Four years

**Responsible Officer**


Community Engagement Manager

**Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**Approval History**

Adopted	20 April 2010	Minute Book Reference No 15451 (Item 8.3)
Revised	19 August 2014	Minute Book Reference No 878 (Item 6.1)
Revised	15 September 2015	Minute Book Reference No 1008 (Item 6.2)
Revised	19 November 2019	Minute Book Reference No 5112 (Item 7.6)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer: ..... 

Date: ..... 24/2/2021 .....