



Policy Title:

Art Collection Policy

University Classification & Policy Number:

A-005-19

Approval Body:

Administration

Responsible Designate:

The Provost and Vice-President, Academic is responsible for the development, administration, and review of this Policy.

Established:

2019

Revised:

Not applicable

Editorial Revisions:

Not applicable

Scheduled Review:

2024

1.0 Policy Purpose

1.01 This Policy establishes provisions for the development, refinement, access and care of the University's Permanent Art Collection.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

- 2.01 Accession:** The process of creating a permanent record of an Artwork that has entered the Permanent Collection of the University.
- 2.02 Acquisition:** The formal transfer of legal ownership of Artwork to the Permanent Art Collection of the University via bequest, commission, gift, purchase, transfer or exchange.
- 2.03 Artwork:** A physical object considered to be an artistic creation.
- 2.04 Committee:** Refers to the Permanent Art Collection Committee.
- 2.05 Deaccession:** The process of permanently removing one or more Artworks from the Permanent Art Collection.
- 2.06 Deed of Gift:** A document that indicates the legal transfer of ownership of an Artwork from a donor to the University.
- 2.07 Disposal:** Disposal is a step in the Deaccession process where one or more Deaccessioned Artworks is disposed from the Permanent Art Collection by the formal transfer of legal ownership to another party or by deliberately destroying or discarding it. Common means of Disposal include:
- a) donation, transfer or exchange with another public institution;
 - b) sale;
 - c) intentional destruction; or
 - d) repatriation.

2.08 Permanent Art Collection: The Artwork which is entrusted to the University, having entered its care through the formal process of Acquisition.

3.0 Scope

3.01 This Policy applies to the Artwork entrusted to the University of Winnipeg in its Permanent Art Collection. This Policy does not apply to private art collections owned by University faculty and staff, to exhibits of work showcasing art that is not in the Permanent Art Collection, or to the varied collections of art and artifacts that may exist at the University and its divisions but were acquired outside of the Permanent Art Collection formal process of Acquisition.

4.0 Policy Elements

4.01 Principles of the Policy

4.01.01 The Permanent Art Collection exists to enhance and support the academic mission, mandate and strategic objectives of the University through research, teaching and community outreach.

4.01.02 The development of the Permanent Art Collection shall be founded upon principles of quality and artistic merit, building upon existing strengths, filling gaps in representation, and relating to the University's academic use in research and teaching.

4.01.03 The University shall support access to the Permanent Art Collection through research and study, exhibition, publication, and loans of Artwork on campus and to other public museums.

4.01.04 The University shall endeavor to meet professional standards regarding the Acquisition, Deaccession, loan and care of Artwork as set out in the Canadian Museums Association Ethical Guidelines, and the International Council of Museums Code of Ethics for Museums and as described in Section 1 of the procedures.

4.01.05 The University shall only acquire Artwork when the University has adequate resources to acquire, store, or care for the Artwork.

4.02 Responsibilities

4.02.01 The art curator is responsible for the ongoing care and development of the Permanent Art Collection. The art curator or delegate shall be solely authorized to handle or authorize the handling by others of Artwork.

4.02.02 A Committee shall be formed by the art curator to make final decisions with respect to Acquisition and Deaccession of Artwork for the Permanent Art Collection. The composition, roles and activities of the Committee shall be detailed in the Terms of Reference for Permanent Art Collection Committee, approved by the Provost and Vice-President, Academic.

4.03 Deaccession and Loans

4.03.01 Deaccession is undertaken to refine and improve the quality and appropriateness of the Permanent Art Collection. It shall not be governed by current fashion or the individual taste of the art curator or members of the Committee.

4.03.02 Any acquiring of Artwork from the Permanent Art Collection shall follow the University Conflict of Interest Policy.

4.03.03 Deaccessioning shall not serve as a means for generating operating funds.

4.03.04 Decisions for loans of Artwork either from the University Permanent Art Collection or to the University from other collections, institutions or individuals shall be made in accordance with the Art Collection Procedures. Selected Artworks from the Permanent Art Collection shall be available for temporary loan on campus to enhance working and learning environments. No loans of Artwork shall be made to private individuals.

4.04 Records

4.04.01 The art curator shall maintain a comprehensive system of records pertaining to the Artwork in the Permanent Art Collection that includes, but is not limited to:

- a) documentation pertaining to the provenance and legal title of an Artwork;
- b) Accession and cataloguing data;
- c) photographic documentation;
- d) condition and conservation history;
- e) current and former locations, including loan records;
- f) any conditions that must be observed related to any Artwork; and
- g) Deaccessioning and Disposal information.

4.04.02 The University shall comply with Canadian copyright legislation pertaining to the reproduction of Artworks in the Permanent Art Collection or on loan to the University.

5.0 Relevant Legislation

- The Copyright Act
- The Cultural Property Export and Import Act
- The Income Tax Act

6.0 Related Policies, Procedures and Institutional Documents

- Art Collection Procedures
- Asset Management Policy
- Copyright Policy & Procedures
- Permanent Art Collection Committee Terms of Reference
- Purchasing Policy & Procedures
- Privacy Policy & Procedures
- University Records Policy & Procedures