

# GALLERY - COLLECTION

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## OBJECTIVES

- To formalise procedures for acquiring works of art into the Gallery's Collection, and to establish guidelines for where they may be exhibited and stored.
- To formalise procedures for deaccessioning and disposing of works from the Gallery's Collection.

## GENERAL

The Collection of Orange Regional Gallery may be developed by way of acquiring works through donation, bequest, gift, loan or transfer and by way of deaccessioning and disposal.

The Collection shall consist of:

- paintings, drawings, prints, sculpture, photography and new media;
- ceramics, wearable art.

In addition to this Collection, loaned artworks may be held and displayed by the Gallery.

## COLLECTING PRINCIPLES

The Collection will be developed by the Gallery and Museum Director in consultation with professional curatorial staff and/or the Collection Manager in accordance with the following principles:

### Purchases

The Gallery and Museum Director or nominated representative may purchase works for the Collection from exhibitions, at auction, direct from commercial or other galleries, from the artist, or from other reputable vendors.

### Bequests/Donations/Gifts/Transfers

Bequests, donations, gifts and transfers may only be accepted with approval from the Gallery and Museum Director in consultation with professional curatorial staff and/or the Collections Manager.

### Commissioned Works

Works may be commissioned by the Gallery and Museum Director in consultation with professional curatorial staff.

### Loans

Works may be acquired by way of loan where they provide benefit to the Collection or the exhibition program. These loans may only be accepted at the discretion of the Gallery and Museum Director. Loans may be returned when it is deemed that there is no longer any benefit to the Gallery in maintaining the loan, and the loan agreement has lapsed.

## **COLLECTION FOCUS**

The foundation of the Collection is the Mary Turner gift of 34 important paintings by twentieth century Australian artists. This Collection shall continue to be developed under the following guidelines. All acquisitions should:

- be of significant artistic merit and by artists, craft workers or photographers who have produced an important body of work in Australia
- build on the existing Collection through the addition of drawings, studies, prints, paintings, sculptures, photographs, ceramics, jewellery, costume and new media relating to or contemporaneous with the works in the Collection
- be of significance to Australia and/or the region

## **COLLECTING PROCEDURE**

### **Acquisitions**

All acquisitions must meet the criteria as detailed above. In addition to this the Gallery will ensure that:

- acquisitions are documented to include the artist's name, title and date, medium and size of the work, the vendor and the work's price or insurance value, a photographic image and accession number, and that this information is entered into the Gallery's Collection content management system upon receipt of the work
- acquisitions do not jeopardise the Gallery's financial wellbeing
- acquisitions are in good condition, able to be adequately stored and displayed, and are not duplicates of works held in the Collection
- all reasonable precautions are taken to avoid acquiring works which are offered as the fruits of illicit trade or collection, and take into account the laws of this country and other countries limiting imports and exports of cultural material
- it obtains a clear and valid legal title to all works, and endeavours to obtain copyright from the artist
- it refuses any acquisitions which bear inappropriate/unreasonable restrictions on their use
- all vendors or donors are presented with a receipt upon arrival of the work
- all works left for consideration will be issued with a receipt and have their details recorded. If they are not acquired by the Gallery, the owner must claim the work within 90 days of this decision or it becomes the property of the Gallery and is disposed of as seen fit

### **Loans**

The Gallery will ensure that works:

- accepted on loan shall never be deemed a permanent part of the Collection (unless otherwise acquired or donated), but shall be maintained insured, and shall not be lent without the written consent of the owner;
- may only be accepted if they provide benefit to the exhibition program or related projects.

## **DISPLAY**

In addition to display at the Gallery, select works from the Collection may be made available for display in Council offices and buildings. Works from the Collection may be made available for display to other galleries, and other art institutions approved by the Gallery and Museum Director.

## **STORAGE AND CONSERVATION**

Artworks shall be stored and/or displayed in an appropriate manner, and conservation work carried out, in such a way to ensure access and ongoing preservation. In this regard:

- the Gallery will seek to provide industry standard storage (humidity and temperature within acceptable parameters) to ensure the longevity of the Collection
- the Gallery's Disaster Management Plan shall be maintained at industry standard
- works shall be housed on appropriate racks or shelving
- the location of Collection items in storage areas will be arranged according to a cultural and financial priority list determined by the Gallery and Museum Director in consultation with professional curatorial staff. In the event of a disaster, these items are to be prioritised for evacuation and/or conservation
- advice from a trained conservator will be sought before commencing conservation work
- restorative work and conservation treatments will be photographed and documented and recorded in the artwork file along with the outline of the proposed treatment and people involved in the work
- archival quality materials will be used for all treatments

## **DEACCESSIONING PRINCIPLES**

An artwork may be deaccessioned if it:

- does not meet the criteria as set out in this Collection policy
- is a duplicate
- has been damaged or slowly deteriorated over time and the costs of conservation outweigh the value to the Collection
- can no longer be suitably stored by the organisation
- should be returned to the Aboriginal, Torres Strait or other community group from which it came
- legal title is proven to be held by the original owner/donor's relative e.g. the donor's Will states that it is to go to her son and the museum does not hold a deed of gift

## **DISPOSAL PROCEDURE**

The Gallery will ensure:

- the deaccessioning and disposal is approved by Council and the Gallery and Museum Director in consultation with professional curatorial staff;
- the work is placed in a 'Deaccessioned Artworks' area for a 'cooling off period' of at least 12 months, to allow any further information about the work to come to light, such as relevance, value, provenance, etc;
- the status of the work is updated in the Gallery's content management system, and noted as deaccessioned with the date deaccession was approved.

All policies can be reviewed or revoked by a resolution of Council, at any time.

The Gallery will explore the following methods of disposal in this order:

- return the work to the donor, if donor is in agreement
- transfer the work to another institution if one can be located willing to accept the work. This may be an institution with a similar collecting area
- sell the work at public auction or by tender - the funds generated from such sales must be transferred into the Gallery's acquisition budget to allow items of greater significance to the Gallery's Collection to be purchased in the future
- destroy the work if it is in a very poor condition or has irreparable damage

#### Responsible Area – Community, Recreation and Cultural Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
1	November 2014	15/024	6		
2	3 July 2018	18/308	7		
3			8		
4			9		
5					
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#### SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
April 2018	Update title of Gallery and Museum Director throughout. New provision – Loans - Loans may be returned when it is deemed that there is no longer any benefit to the Gallery in maintaining the loan, and the loan agreement has lapsed.
November 2014	Total re-write of Policy.