Art Collection Management Procedure

Section 1 - Purpose

(1) This document supports the Art Collection Policy by providing procedures specifically for the management of the Macquarie University Art Collection.

Background

(2) The University's Art Collection is a valuable research, teaching and cultural resource and a cultural asset of state and national significance. The University acknowledges its responsibility to appropriately manage and conserve the collection for the benefit of current and future generations.

(3) The University aims to maximise the accessibility of the Art Collection to foster cultural exchange and scholarly, creative, and artistic activity which may lead to the generation of new forms of knowledge and the enrichment of communities.

Scope

(4) This Policy applies to all works of art of any medium or format included in the University Art Collection.

(5) This Policy applies to all Macquarie University staff and students.

(6) This Policy does not apply to objects included in other Macquarie University collections, such as the Macquarie University History Museum and the Macquarie University Library.

Section 2 - Policy

(7) Refer to the Art Collection Policy.

Section 3 - Procedures

Part A - Accessioning

(8) The University may acquire art works through purchase, donation, gifts and bequests. The means of acquisition are covered under the Art Collection Policy. The acquisition process may be lengthy, particularly when an item is acquired through the Australian Government Cultural Gifts Program. Accessioning is therefore completed in two (2) parts.

Receipt (Initial Purchase / Donation Acceptance)

(9) Upon initial receipt of a new acquisition, Art Collection staff members will ensure that each work of art is:

a. labelled with a unique collection accession number, using techniques and materials suitable for conservation and preservation standards; and
b. recorded in the University Cultural Collection Management Database (EMu) with the following mandatory

information:

    i. a unique accession number;

    ii. title;

    iii. creator;

    iv. identification photograph (this may be an access or preservation copy or both, see below for details);

    v. dimensions;

    vi. provenance;

    vii. donors (if applicable);

    viii. purchase price (if applicable);

    ix. insurance value/valuation information; and

    x. location.

(10) At this stage of the accessioning process the status of the item in EMu should be set to "PENDING".

Cataloguing (Completion of the Acquisition Process)

(11) Upon completion of the acquisition process, when ownership of the work is fully transferred to Macquarie University, Art Collection staff members will ensure:

    a. a full catalogue record is completed with enriched descriptive metadata. It is recommended this information is added during the accession process but may be added at a later date. Rich descriptive metadata may include, but is not limited to:

        i. brief description;

        ii. materials / medium;

        iii. storage conditions;

        iv. exhibition history;

        v. loan history;

        vi. bibliographic references;

        vii. copyright / rights;

        viii. data to record themes and connections within the Collection – Sub-Collections, Series, Image subjects, Topic subjects, Genre, Styles, Language groups, Cultural groups etc.; and

        ix. creator data – Period of Activity, Heritage, Specialities, Associations or Collaborations etc.

(12) To facilitate future online access or exhibitions, the following should be added to the record:

    a. access photograph/s of the work (JPG); and

    b. preservation photograph/s of the work (TIFF).

(13) At this stage of the accessioning process the status of the item in EMu should be set to "ACCESSIONED".

(14) If transfer of ownership of the work is not completed, for example by being withdrawn by the donor, the item should be set to "WITHDRAWN" with an appropriate note added to the EMu record.

(15) Where a donation of artwork is approved under the Australian Government Cultural Gifts Program, Art Collection staff will ensure a copy of relevant documents are lodged in the University central records as Vital Records including the:

    a. CGP Certificate of Donation;

    b. valuation documentation; and

c. approval documentation from the Office for the Arts NSW Government.

(16) Where a work is received under a Deed of Gift, other donation type or purchase, Art Collection staff will ensure a copy of relevant documents are lodged in the University central records as Vital Records.

(17) For all art works, the Record Number assigned to the Vital Records should be included in the Cultural Collection Management Database (EMu) to enable appropriate cross-referencing.

Part B - Conservation and Storage

(18) The Art Collection will be stored, displayed and managed according to accepted standards for art storage and preventative conservation.

Storage

(19) Works of art will be appropriately stored in environments that are:

a. secure and accessible only to those staff, contractors and other persons essential to the management of the art collection;
b. clean and organised;
c. pollutant and pest free;
d. controlled to limit deterioration from light, humidity and temperature, including protection from fluctuations in temperature; and
e. suitable to enable access for conservation and other essential activities such as preparation for loan and exhibition.

(20) Where appropriate spaces are not available on-campus, the University will use specialised off-site art storage, undertaking due diligence in the selection and ongoing contract management of any such agreements.

(21) Where a work of art is moved into or out of storage, the change of location must be recorded in the Cultural Collection Management Database (EMu).

Display

(22) Works of art may be displayed throughout the University campus and other locations at which the University operates to maximise access and enrich learning and research environments. To ensure preservation:

a. works of art on permanent display will be rotated into environmentally controlled and secure storage at intervals appropriate for preventative conservation;
b. locations for permanent display will be assessed and decided by the Senior Curator, Art Gallery or the Senior Curator, Art Gallery's nominee;
c. framing and display supports will be determined by the Senior Curator, Art Gallery or the Senior Curator, Art Gallery's nominee; and
d. the location of items on display will be recorded in the Cultural Collection Management Database (EMu) with enough detail to identify location, including at a minimum: Building number and Floor/Level.

Outward Loans

(23) Works of art approved for outward loan will be recorded in the Cultural Collection Management Database (EMu) with enough detail to identify the purpose, loan information, and issue and return dates.

(24) Upon loan of an artwork, Art Collection staff will ensure both the permanent (Macquarie University) and

temporary (on- loan) location is recorded in the appropriate fields of the Cultural Collection Management Database (EMu).

Conservation and Restoration

(25) Conservation treatments will be accurately and thoroughly documented, including by use of photographs, and stored on the Collection Management Database (EMu) in the 'Condition Module' for future reference.

(26) Conservation materials will be properly handled and stored in accordance with the University's [Health and Safety Risk Management Policy](#) and any other relevant legislation.

(27) While the Art Collection is managed in accordance with the principles of preventative conservation it is recognised damage may occur. In these instances, artworks will be assessed and, where appropriate, restored by experts in art restoration and conservation.

Part C - Collection, Audit, Valuation, and Insurance

(28) Art works and objects accessioned into the Art Collection are covered by the University's insurance policy and are insured at declared value as determined by independent valuation.

(29) Art Collection staff will undertake regular audits of the art collection to ensure details recorded in the Cultural Collection Management Database (EMu) are accurate and align to the locations of physical artworks. Audit is recognised as an important activity in the active management of the Art Collection. In the interests of operational efficiency, valuation and audit activities will be aligned as far as possible.

Physical Audit

(30) A physical audit will be undertaken every three (3) years for those items NOT held in secure, specialised storage (i.e. for artworks on permanent display, on exhibition and on-loan). A physical audit will involve staff under the supervision of the Senior Curator, Art Gallery:

   a. sighting each item in the Collection Management Database and ensuring accession number and location are matched and recorded accurately;
   b. updating the Collection Management Database with any corrections or additional information obtained from physical audit; and
   c. preparing a report which will be made available to the responsible University officers, and external auditor upon request, on completion of the physical audit, including identification of any issues such as missing, damaged or incorrectly recorded and accessioned materials.

(31) Items held in secure, specialised storage maybe subject to complete or sampling audits upon the recommendation of the Senior Curator, Art Gallery or appropriate University officers. Triggers for such an event may include suspicion of mishandling by the storage contractor, or retrieval of items from store for display, exhibition or loan. The decision to not conduct regular, complete audits on items in secure, storage is based on a risk assessment highlighting the very low risk of damage or theft from a specialised, appropriately vetted facility, the logistical difficulty of carrying out such an audit, and the risk of damage to items in store from such activity.

Desktop Audit

(32) For the years between physical audit, annual desktop audits will be carried out based on accession and de-accessions to the Art Collection. For the purposes of desktop audit:

   a. annual lists of accessions and deaccessions will be prepared;
   b. records for all items will be checked in the Collection Management Database (EMu) to ensure completeness and

accuracy of the records; and

    c. a report will be prepared and made available to the responsible University officers and external auditor upon request including identification of any issues such as missing, damaged or incorrectly recorded and accessioned materials.

(33) Timing of physical and desktop audits will be aligned to preparation of the University's annual insurance premium renewal so updated valuation data can be prepared and confirmed simultaneously with audit.

Part D - Deaccessioning

(34) Items may be appropriately deaccessioned from the Art Collection where all criteria for deaccessioning as outlined in the Art Collection Policy are addressed.

(35) Where a work is deaccessioned its catalogue record should remain in the Collection Management Database (EMu) for reference, with the following updates:

    a. object Status set to "Deaccessioned"

    b. deaccession tab completed with:

    a. authorising agent; and

    b. method of disposal (e.g. sale, donation, destruction).

(36) Electronic and hard copy documents related to the deaccessioning of items from the Art Collection must be lodged with the University central records as a Vital Record.

Section 4 - Guidelines

    a. Nil.

Section 5 - Definitions

(37) Definitions specific to this Procedure are contained within the Art Collection Policy.

Status and Details

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Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
Responsible Officer	Belinda Tiffen University Librarian +61 2 9850 7546
Enquiries Contact	Rhonda Davis Senior Curator, Art Gallery +61 2 9850 7437