

Policy Title: Art Collection

Policy Owner: Executive Dean, School of Arts and Humanities

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Policy Code: PL304

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1. INTENT

The intent of this policy is to inform decision making in relation to the management of the Edith Cowan University (ECU of the University) Art Collection.

2. ORGANISATIONAL SCOPE

This policy applies to all staff involved in the management, decision-making, and use of the ECU Art Collection.

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this policy:

Term:	Definition:
Acquisition	Means the gift or purchase of artwork through a donor, artist, gallery, dealer, or auction, or by other means.
Art Curator	Means the person who is responsible for maintaining, handling, care, and use of all objects in the University Art Collection.
Artwork(s)	Means original creative work such as a painting, drawing, or sculpture. Can include decorative arts, design objects, or cultural artefacts.
De-accession:	Means the process of removing artworks from the Art Collection that includes a formal procedure for its Disposal.

Term:	Definition:
Disposal	To permanently remove an artwork from the collection through sale, transfer, exchange, or disposal.
Incoming Loan	Means any work of art or object borrowed by the University for a specific period of time, as specified in an Incoming Loan Agreement or similar Outgoing Loan Agreement provided by another cultural institution and signed by the University and the lender.
Outgoing Loan	Means any work of art or object lent by the University for a specific period of time, as specified in an Outgoing Loan Agreement or similar Incoming Loan Agreement provided by another cultural institution and signed by the University and the borrower.
Provenance	Means the history of ownership of an object through authentication and documentation. Provenance also can include the exhibition history of the object.

4. POLICY CONTENT

Foundational Principles

- 4.1. The ECU Art Collection will be managed in accordance with the ECU Art Collection Guidelines, which may be amended by the Art Curator.
- 4.2. As far as reasonably practicable Art Collection management will:
 - a. Limit collecting to art works since the Art Collection beginnings (circa 1947), by Australian and international artists, particularly those who have a proven record of practice and development of their art form and who are represented in public collections or have received recognition through awards and prizes;
 - b. Seek works that relate to the variety of concerns encountered in the ECU community, reflecting on important domains of human knowledge, learning and endeavour;
 - c. acquire works which fill gaps and build upon strengths in the Art Collection as well as develop the representation of artists not already held, to create a comprehensive group of Australian and international works of art dating from the second half of the twentieth century.

Indigenous Artworks

- 4.3. Acquisition, inclusion, and display of Aboriginal and Torres Strait Islander artworks will be undertaken in collaboration with appropriate Indigenous representatives and communities.

Acquisitions

- 4.4. Artwork Acquisitions for the ECU Art Collection will be undertaken in accordance with the ECU Art Collection – Part 1 - Acquisition Guidelines, and Acquisition criteria must be demonstrated in an artwork before it will be considered for inclusion.

Collection management and record-keeping

- 4.5. Registration documentation and artwork Provenance will be managed in accordance with the *ECU Art Collection – Part 4 - Asset Management Guidelines* and recorded in the University's Art Collection Management System ("EMu"). This system will function as asset register and formal records management system for the ECU Art Collection.

Conservation and Storage

- 4.6. The conservation and storage of the ECU Art Collection will, as far as reasonably practicable, be undertaken in accordance with accepted best practice as defined by the ECU Art Collection – Part 3 - Access, Handling, Storage and Conservation Guidelines.

Crisis Management

- 4.7. Given the size and dispersion of the Art Collection across the University, consideration of ECU Art Collection pieces must be recognised in an individual area's critical asset register as part of its divisional business continuity management plan. Responses to incidents with a potential impact on the ECU Art Collection will be taken in accordance with the ECU Critical Incident Management Plan.
- 4.8. The Art Curator will ensure that relevant disaster preparedness actions for the Art Collection Store is developed, implemented, and reviewed periodically as appropriate.

Reproduction

- 4.9. Permission to make use of any work of art in the Collection must be granted in writing by the Art Curator prior to use in any form.

Loans - General

- 4.10. The University may permit temporary incoming and outgoing loans of artworks into and from the ECU Art Collection, where:
- a. The University has a distinctive contribution to make;
 - b. The benefits for the University are compelling; and
 - c. University staff and students can also be involved.
- 4.11. All loans will be governed by the ECU Art Collection – Part 2 - Loan Guidelines.

Inwards Loans of Artworks

- 4.12. The Art Curator has the authority to borrow works to complement exhibitions within the University or for touring exhibitions.

Outward Loans of Artworks

- 4.13. Artworks from the Collection may be loaned to public exhibitions outside of the University at the discretion of the Art Curator.

- 4.14. All freight costs are to be covered by the borrower. All additional costs such as crating, packing and reinstallation, where applicable, will be the responsibility of the borrower. Only recognised art carriers are to be used for moving any artwork from the Collection. The University, with recommendations from the Art Curator, reserves the right to nominate the carrier.

Access and Exhibitions

- 4.15. The University will, as far as reasonably practicable, make the Art Collection available to staff members and students for the purpose of teaching and research activities.
- 4.16. The University will consider community requests for access to the Art Collection. Requests will be assessed on a case by case basis with the decision of the University Art Curator being final.

De-accession, Dispersal, and Write-off

- 4.17. All De-accession, Disposal, and Write-off activities will be governed by the ECU Art Collection – Part 4 - Asset Management Guidelines.
- 4.18. The ECU Art Collection will be subject to periodic review in order to assess the ongoing relevance of individual artworks.
- 4.19. Decisions relating to de-accessioning, Disposal, or Write-Off will be undertaken on a case by case basis in accordance with the Guidelines.

Security, Loss, and Theft

- 4.20. The University will take all reasonably practicable steps to protect the ECU Art Collections.
- 4.21. Security breaches, theft, or loss of art works must be reported to ECU Security without avoidable delay.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Executive Dean, School of Arts and Humanities is the Policy Owner and has overall responsibility for the content of this policy and its operation.

The Art Curator is responsible for currency of information and provision of advice relating to operationalising this policy.

6. RELATED DOCUMENTS

Operational documents and resources

ECU Art Collection – Policy

ECU Art Collection Guidelines:

ECU Art Collection – Part 1 - Acquisition Guidelines

ECU Art Collection – Part 2 - Loan Guidelines

ECU Art Collection – Part 3 - Access, Handling, Storage and Conservation Guidelines

ECU Art Collection – Part 4 - Asset Management Guidelines.

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Executive Dean, School of Arts and Humanities
All Enquiries Contact	Art Curator
Telephone:	08 6304 6049
Email address:	s.starcken@ecu.edu.au

8. APPROVAL HISTORY

Policy approved by:	Vice-Chancellor
Date policy first approved:	30 September 2021
Date last modified:	October 2021
Revision history:	October 2021 This policy was introduced to address identified risks and to ensure consistency in the governance and oversight of the ECU Art Collection.
Next revision due:	October 2024
HPCM file reference:	SUB/7519