

# Policy

## Art Collections

Responsible Manager (Title)	Regional Gallery Director		
Adopted by Council	Date: 25 October 2022	Minute Number: 07.22.234	
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Document(s) this policy Supersedes	V4.0 – 23/04/2019 – 15.058/19		
Community Plan Linkage	Society - We will have a diverse and creative culture		

### 1 Purpose

The Collections Policy formalises the general principal under which the Grafton Regional Gallery develops and maintains the collections it manages. It also outlines the process by which the artworks are accessioned into and deaccessioned from the Gallery and Council collections.

The Gallery maintains and conserves the works in the collections and develops the collection through:

- Acquisitions by purchases, gifts and donations;
- Curating exhibitions;
- Touring selected exhibitions;
- Loaning work to other institutions and businesses;
- Displaying work throughout Council buildings;
- Publishing catalogues and presenting outreach exhibition and education programs.

### 2 Definitions

Accession	The mechanism by which an artwork is acquired into the collection.
Acquire	To obtaining artwork/object through gifts, donations, purchase and subscription.
Artworks	All works of a creative and visual arts nature by artists and/or crafts workers and includes public art.
Closed Collection	Refers to a collection into which no work is acquired.
Collection	Artworks and objects within the permeant collections of Grafton Regional Gallery/ Clarence Valley Council as listed in the introduction.
Council	Refers to the Clarence Valley Council.

Deaccession	The administrative process by which an artwork is removed from the collection. It is separate to the physical act of disposing of an item.
Developing collection	A collection that is still acquired into.
Diplomatic donations	A gift presented by diplomats and other representatives to the Council.
Documented	The recording of a work into a database, photographed and given a Council barcode.
Donation	Artworks/ objects donated at no cost and with no conditions and become legal property of the Clarence Valley Council.
Gallery	Refers to the Grafton Regional Gallery.
Gift	Artworks acquired into the collection through the Australian Government's Cultural Gifts Program.
Region	Generally refers to the area within three hours drive of the Clarence Valley Council area.
Significance	Refers to the concept that helps to estimate the value of a place or object as significance enhances understanding of the present and past and is of value to future generations
Works	The term used to describe artworks, memorabilia, objects, and support material such as books, photographs, newspaper clippings and documents.

### 3 Background/legislative requirements

The Grafton Regional Gallery opened in 1988 and is a major cultural service of the Clarence Valley Council that is supported by grants from funding bodies such as Arts NSW, Visions Australia and various private foundations.

The Gallery's vision is to be a professionally managed and sustainable arts facility that aims for excellence and participation in the visual arts and promotion of understanding and enjoyment of all the arts, especially the visual arts.

The Gallery's aim is to stimulate, develop and enhance the diverse visual culture of the region through viable, accessible and relevant exhibition, education and collection programs.

The collection managed by the Gallery includes artworks, memorabilia, objects, and support material such as books and documents. Since 2004 the Gallery has managed the artwork collections of the Clarence Valley Council.

## 4 Related documents

- Grafton Regional Gallery Business Plan (2019-2022)
- CVC Community Strategic Plan (The Clarence 2032)
- CVC Delivery Program
- CVC Operational Plan
- National Standards for Australian Museums and Galleries Version 1.5 September 2016
- Museums Australian Inc. Code of Ethics for Art, History and Science Museums (1999)

## 5 Grafton Regional Gallery Collections

### Developing Collections

#### **Jacaranda Acquisitive Drawing Award Collection (JADA was est. 1988)**

A developing collection of contemporary Australian drawings acquired since 1988 through the biennial Jacaranda Acquisitive Drawing Award. The collection consists of the winning work and the acquisitions of each award.

#### **Regional Collection (est. 1988)**

Established in 1988 by the first Director of the Gallery, Julian Faigan, this developing collection includes artworks of all media that are of or from the region or by an artist of or from the region. They are acquired through purchase, gift or donation.

#### **National Collection (est. 1988)**

Artworks by Australian artists acquired from artists and galleries since the Gallery was established in 1988.

#### **Contemporary Prints (est. 1996)**

Established in 1996 by the third Director of the Gallery, Susi Muddiman, the contemporary prints are acquired from artists and galleries and through the annual member print subscription to the Australian Print Council.

#### **The Ken Done Collection (est 2008)**

In 2008 Ken Done donated 143 prints to the gallery. These join the eight works held in the regional collection to form this collection.

#### **Clarence Valley Council Community Collection (est. 2004)**

Established in 2004 with the declaration of the Council in February 2004 this developing collection consists of art, craft works, memorabilia and other objects of significance acquired through direct purchase, donation and gift. This collection reflects the activities of the council, such as national and international diplomatic and trade activities, and the cultural events of the Clarence Valley.

## Closed Collections

### **The Clarence Valley Photographs of John William Lindt (est. 2004)**

Sam and Janet Cullen and family gifted the initial collection of 37 photographs in December 2004. Further photographs have been gifted to the Gallery by the Friends of the Gallery and by Ian and Florence Robertson. In 2018 the Gallery Foundation and Ken Orchard donated a number of works to complement existing collection.

### **O'Grady Collection**

This developing and extensive collection of watercolours, drawings, sketchbooks and paintings was gifted to the gallery by Doris O'Grady and from the O'Grady estate in March 1988. This second founding collection continues to develop through donations from the O'Grady family and the community and by purchase.

### **Jacaranda Art Society Collection 1961-1987 (JAS)**

This historical collection of paintings with some drawings, sculptures and prints was acquired through the annual Jacaranda Art Prize 1961-1987, by purchase by and by donation to the Jacaranda Art Society. The collection, one of the two founding collections, was gifted to the gallery in March 1988 by the Jacaranda Art Society (1961 – 1992).

### **Copmanhurst Shire Collection (1994 - 2003)**

This historical collection of nine artworks were acquired through sponsorship of the acquisitive first prize of the annual Tabulam Art Prize, by gifts and purchase.

### **Grafton City Council Collection (1859 – 2004)**

Over 53 artworks and memorabilia were acquired through direct purchase, donation and gifting from the annual Exhibition of Excellence held in the Grafton Civic Centre in January, gifting from visiting national and international delegations and donations from various organisations such as Camp Creative and Grafton Artsfest. This historical collection includes items that were acquired by the South Grafton Council (1897 – 1957).

### **Maclean Shire Community Collection (1984-2004)**

Established in 1984 the collection was acquired through the annual Lower Clarence Arts & Crafts Prize held in Maclean and Yamba by the Lower Clarence Arts and Crafts Association. The artworks were selected from 1984 to 1993 by the Judge of the Lower Clarence Arts and Crafts Association Inc. Art Prize, from 1994 to 2003 by the Mayor of the Maclean Shire Council and in 2004 by the Director of the Gallery and the Administrator of the Council.

## **6 Scope of Policy**

This policy is to be applied to all artworks acquired by and accessioned into the Grafton Regional Gallery permanent collection.

## 6.1 Responsibilities

It is the responsibility of all Grafton Regional Gallery Staff/ Clarence Valley Council Staff to abide by the provisions of this policy.

## 6.2 Reporting Process

Service and program levels will be reported through the annual and quarterly reporting process aligned with the CVC Delivery Program, CVC Operational Plan and the CVC Gallery Advisory Committee.

## 6.3 Approval Arrangements

Approval arrangements for the management of artworks in the permanent collections of Grafton Regional Gallery will be undertaken through the CVC organisational structural approval processes.

## 6.4 Review Procedures

The Grafton Regional Gallery Art Collections Policy will be reviewed at least every five years to maintain its relevance. The review was presented to the Grafton Regional Gallery Advisory Committee for consultation in February 2019.

## 6.5 Policy Statement

The Grafton Regional Gallery recognises and supports the National Standards for Australian Museums and Galleries Version 1.5 September 2016. These guidelines inform professional museum and gallery practices and cover the following activities, acquisitions to gallery collections, display of collections, disposal of collections and professional conduct.

# 7 Acquisition

## 7.1 Accessioning Artwork

The Grafton Regional Gallery will continue to acquire quality artworks of national, regional and community significance by professional Australian artists with a proven record of practice and development within their art form. The Gallery will acquire artworks that build on and complement current strengths within the collection to develop a well balanced representation of work by individual artists or defined periods to create a significant collection of Australian artworks.

The Grafton Regional Gallery will acquire artworks that reflect and support contemporary Australian visual arts practice with a focus on the contemporary and historical visual arts history of the Clarence Valley and develop the capital, cultural and aesthetic values of the collections.

## 7.2 Selection Criteria

The Gallery Director is responsible for the acquisition of artworks for the inclusion in the Grafton Regional Gallery permanent collections in consultation with the Art Gallery Reference Group and within the relevant Council approval hierarchy, with the following exceptions:

- The judges of the biennial Jacaranda Acquisitive Drawing Award (JADA) and Clarence Valley Indigenous Art Award (CVIAA) will select artworks from this award into the Collection.
- Selection of artworks for the Council community collections will rest with the Gallery Director and the Mayor of the Clarence Valley Council.
- Diplomatic donations may be accepted by the Mayor and or the General Manager of the Council.

Artworks will be accepted into one of the sub collections according to the following general and conceptual criteria. All artworks must address the essential criteria plus one or more of the following criteria are required for the selection of artworks for the Grafton Regional Gallery collections

### Essential Criteria

- It is authentic with proven provenance. The vendor/donor must have legal title to the artwork.
- Legality of sale or gift. Each artwork must be legally unencumbered.
- The artwork is culturally appropriate for collection and display (if the work is by an Indigenous artist)

### Selection Criteria

- The artwork acquired is to be considered an outstanding work of the artist or artists
- The artwork is by a significant regional or nation Australian artist
- The artwork is of outstanding quality and representative of the artists practice
- The artwork is an outstanding and representative example of the medium
- The artwork is in good or excellent condition
- The artwork is relevant to the development of Gallery a collection area
- The artwork/object/ephemera is relevant to an artist with the collection and provides a greater context to their practice
- The condition, conservation, documentation and storage implications are within the Gallery' current resources and sustainable
- The artwork can be exhibited within the Gallery's exhibition spaces and the work poses no public liability issues
- Terms of donation or gift are acceptable
- Funding is available for the purchase
- The artwork is not a duplication of an existing work in the collection
- No artworks are accepted on loan or for storage.

## 7.3 Methods of Acquisition

Artworks may be acquired through the following means:

- Donation
- Gift via the Cultural Gifts Program. The responsibility for the cost the required valuations will where possible rest with the donor.
- Purchase via Gallery budget, fund raising, grants or sponsorship
- Bequests
- Transfer from other agencies
- Commission

## 8 Management and Care

### 8.1 Acquisition Procedure

Following purchase the artwork/s will be accessioned into the collection, conditioned, catalogued and photographed in accordance with art museum standards equal to the Code of Ethics 1999 developed and published by Museums Australia Inc.

The database entry upon accessioning must include the following details:

- accession number consisting of the year of acquisition (in full) followed by a sequential number in chronological order of acquisition within that year and followed by a descriptor of media (e.g.2012.1.PT)
- Barcode
- artist working name
- title and date of the work
- medium and materials
- dimensions
- condition
- inscriptions
- identification image
- credit line
- price or donation value
- acquisition information (provenance, vendor o
- date of acquisition
- edition number (if the work is an editioned print)
- location within the collection storage area
- The following details should be added to the database entry as soon as possible:
- high quality photograph of the work suitable for reproduction
- biographical and contact details of the artist
- description of the work

- copyright details
- exhibition history
- external references
- relevant information for the installation and display of the work
- artist's statement if available

## 8.2 Storage and Access

Artworks within the Gallery's collection must be stored in such a way as to ensure their preservation and conservation to the highest standards. All artworks not on display or on loan must be stored within the Gallery's collection storage area.

Artworks must be stored in the following ways at all times when not on display or being documented or cared for:

- three-dimensional works must be stored on shelves that have been lined with archival quality materials
- unframed prints and works on paper must be stored in solander boxes and lined with archival quality materials
- framed prints and other two-dimensional works must be stored on vertical racks
- textile works and other works made from sensitive organic materials must be wrapped in archival quality materials and stored on lined shelves or in solander boxes

Access to the collection storage area is generally restricted to Gallery curatorial staff or trained and supervised registered volunteers, solely for the purposes of documenting, researching, or caring for the collections. Other Council staff, or members of the public, may be allowed access when accompanied by Gallery curatorial staff for suitable purposes only. Small groups from educational institutions may be allowed access for educational purposes only when accompanied by Gallery staff.

## 8.3 Conservation and Care

Artworks within the Gallery's collections shall be maintained to the highest possible standard of conservation. Minor conservation work required to maintain the condition of the artworks may be carried out by trained Gallery curatorial staff; however all substantive conservation work required to maintain artworks shall be carried out by trained conservation professionals.

## 8.4 Display

While on display, all artworks must be accompanied by a clearly legible label indicating the following details:

- working name of the artist
- title and date of the work
- medium and materials
- credit line indicating the source of acquisition



Further details and educational information may be included in labels where such information will add to the viewer's appreciation of the work in itself and within the context of the exhibition.

## 9 External Loans

Upon request from external collecting institutions for the short term loan of artwork from the Gallery collections, the Gallery Manager may approve such loans upon the following terms:

- a contract outlining the terms of the loan to be signed by both parties
- the term of the loan to be clearly defined costs of freight and insurance to be covered by the borrowing institution
- the borrower will be responsible for any addition costs associated with the loan
- conditions of freight and display to be approved by the Gallery
- modification, repair or adaptation of the work by the borrowing institution shall
- not be permitted without prior approval by the Gallery

Long term loans of any duration to private individuals or external institutions other than collecting institutions (e.g. art galleries, museums, libraries or archives) shall not be considered or approved.

Short term loans to art galleries may be approved by the Gallery Director.

## 10 Internal Loans

The Gallery will facilitate an internal loan display program within Clarence Valley Council owned buildings under the following terms:

- conditions of display to be approved by the Gallery
- the Gallery reserves the right to remove or replace the artwork without notice
- the Gallery reserves the right to conduct regular inspections of the condition of the artwork
- artworks will be changed once a year as part of an annual program at the discretion of the Gallery
- the Gallery must be notified is a artwork needs to be moved
- artworks must only be handled by Gallery Staff

## 11 Deaccessioning of Artwork

### 11.1 General Principles

The Gallery Director of Grafton Regional Gallery in consultation with Gallery Advisory Committee and General Manager may as required from time to time recommend the deaccession of works of art from the permanent collections in order to improve the collections by:

- removing artworks determined to be unfit or inappropriate for the collections;
- reducing storage and conservation costs;
- rationalising, consolidating and focusing the collections; and

- generating income for further collection development.

As per standard museum and gallery practice outlined in the Museums Australia Code of Ethics the physical disposal of a work of art is only recommended under extreme circumstances.

Staff of Clarence Valley Council, Gallery staff, members of the Friends of the Gallery, Gallery volunteers, Gallery Advisory Committee, Councillors of Clarence Valley Council, or the families of these persons, are prohibited from acquiring any deaccessioned artwork.

Funds obtained from the sale of deaccessioned works of art will be applied exclusively to the purchase of other works, preferably for the same or related collection area. The deaccession of all works of art from the permanent collections is to be formally ratified by Clarence Valley Council.

## 11.2 Deaccessioning Criteria

Artworks which are recommended for de-accessioning must be assessed against the following criteria. Any artworks must meet at least one or more criteria.

- Duplication: The Gallery would not normally collect duplicate material. The fragility of an artwork in the collection may allow for acceptance of an alternative in better condition.
- Documentation: There is insufficient documentation to support its authenticity so reducing its value to the collection.
- Condition: An artwork may have deteriorated to the point where conservation is not an appropriate option or, an artwork may pose a contamination risk to other collection items or, an artwork may be irreparably damaged
- Restitution/repatriation: In the case of sensitive cultural material, it may be more appropriate for the artwork to be held by the relevant group or community associated with the artwork. Advice will be sought from a diverse range of experts and community members.
- Theft or Loss
- Copies or Fakes
- Lack of relevance to the collection
- Ethical Considerations: Each collecting agency has a responsibility to ensure the long-term care and management of its collection. It may be recognised that the costs associated with ongoing conservation and management of an artwork is beyond the resources of the Gallery and so places the artwork at risk. In these circumstances, there may be an ethical responsibility to identify an alternative agency or owner that can care for the object or work in an appropriate fashion.

## 11.3 Method of Deaccession

The Gallery Director will prepare a written report to the Gallery's Advisory Committee for its consideration on the worth and relevance of the object. The report will include a description of the work of art, the reasons for its de-accessioning, the proposed method of disposal and an outline of the moral, ethical and legal obligations of the proposal. The Advisory Committee will determine its advice on receipt of this report.

Consideration will be given to any special conditions which pertained to its acquisition into the collection. Only works to which the Gallery or Council has clear legal title will be considered for de-accessioning.

The minutes of the Advisory Committee containing the committee's advice along with the report will be submitted to the Council for approval to proceed with deaccession

After the initial decision to deaccession an artwork there a one year cooling off period will follow. If at the end of that time the reasons for its deaccession are still valid the process will continue. If not, the work will be reinstated.

Deaccession must be at the request of the Gallery Director.

Bequests and gifts will not be deaccessioned because of possible legal and taxation repercussions.

Gifts made under the Australian Government's Cultural Gift Program (CGP) will not be returned to the donor as the donor has already received the benefit of a tax deduction for the gift.

## **11.4 Disposal of Deaccessioned Artwork**

Once the deaccessioning of a work of art has been approved, formally ratified by Council, after the one year cool off period the artwork will be disposed by one of the following processes:-

- offered to the artist, or family representative if deceased;
- sale through a reputable established dealer;
- sale by public auction
- sale or exchange to another public gallery, museum or collection
- upgraded by exchange for a comparable work by the artist
- returned to the donor
- donation to another institution; or
- destruction

Destruction of a work of art will be considered only if the work is dangerous, diseased or has deteriorated beyond repair. Wherever possible the artist will be informed beforehand of the Gallery's intention to destroy the work.

An official record of the deaccessioning and disposal of artworks from the permanent collection must be kept in Grafton Regional Gallery collection management systems.

## **12 Policy, protocol or procedure statement**

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