

Art Collection Management Procedure

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1 Administrative procedure purpose

The objectives of the procedure are to:

- outline the record management requirements that will ensure we know what artwork we have, its location and the condition of all artwork in the City of Onkaparinga Art Collection (the collection)
- provide an open and accountable system of acquisition, commissioning, de-accession and loan arrangements for the collection
- provide guidelines for the preservation of artworks.

It is acknowledged that any legislative requirement which affects council will take precedence over council's policies and procedures.

2 Scope

This procedure applies to the management of all artworks held in the collection and should be read in conjunction with the Art Collection Management Policy (the Policy).

The acquisition and de-accessioning of public art is excluded from this procedure and is managed under the Public Art Framework (February 2013).

3 Definitions

Acquisitive Prize	An art competition where the organisers keep the winning painting. In effect, purchasing the work is the prize.
Artistic merit	Artistic quality
Commission	To approach an artist to create an artwork for the collection
Contemporary works	Artworks that capture the essential aspects of our current day to day lives and environment
De-accessioning	The process by which a work of art or other object is permanently removed from the collection
Provenance	Documented evidence of the origin of the artwork to establish that it has not been altered, is not a forgery, a reproduction or stolen and helps assign the work to a known artist. This can also be of use in proving ownership.

4 Procedure

4.1 Record management and auditing

All artworks will be documented utilising a collection database, with each work to be assigned a unique acquisition number, with the same acquisition number written/adhered to the work itself.

Staff will undertake an annual electronic audit in July to confirm that the artwork is in good condition and in the location where it was originally hung.

Staff will undertake an annual audit to physically sight all artworks in January.

These audits will be documented with issues identified and escalated to Director Community Services for information and review.

Information to be collected and recorded in the database will include:

- artist's name
- title of the work
- date of the work
- medium/s of the work
- dimensions of the work
- method of acquisition
- provenance
- vendor details
- cost and/or value of work
- date of acquisition/approval to acquire the work
- related information regarding the artist and/or the work
- location - to be updated each time works changes location
- copyright information and release form
- digital image.

4.2 Assessment and acquisition of works

The City of Onkaparinga will reserve the right to exercise discretion in relation to the acceptance of gifts and bequests particularly regarding conditional offers, copyright and condition, with donations only accepted as unconditional gifts.

The City of Onkaparinga will avoid accepting works that bear inappropriate and, or unacceptable conditions, or restrictions regarding their use.

All acquisitions will be made via the following process:

- An artwork, or opportunity is identified for possible acquisition by staff, the mayor or elected members considering the criteria detailed in the Policy, and using the Acquisition Request form (Appendix 1)
- The authenticity of the work is established, along with provenance, by the Team Leader Arts, Reconciliation and Cultural Development.

- The proposed acquisition presented to Council for consideration and approval
- Legal title to the work is established and upon acquisition, is transferred to the City of Onkaparinga
- A copyright clearance form is be provided to the artist for approval, to enable works to be managed in line with the Policy
- All details relating to artwork will be entered into the collection database
- Any and all costs that may be required, such as conservation, insurance, restoration, preparation, presentation and storage are estimated and included in the overall acquisition cost.

External service providers may be consulted regarding the acquisition, de-accessioning, or management of the collection.

4.2.1 Commissioning

A commissioned artwork may be either a visual artwork, or a public art artwork commissioned annually to the value of up to \$5,000. The steps that we will take for commissioning are as follows:

1. A public call out to community for the commissioning opportunity will occur in May each year to identify an event, activity or opportunity of significant historical importance to be commissioned in the following financial year
2. These will be presented to Council for consideration and approval in July each year
3. If an opportunity is approved, an Expression of Interest for either a visual or public art piece will be undertaken via social media and city-wide networks for artists to respond to
4. An Art Collection Commissioning Panel (the panel) is formed to consider EOIs received and determine which artist and art form (visual or public art) is selected for the commission. The panel will include staff, an Elected Member and an artist. The elected member will be selected by Council at step 2. The EOI will consider that:
 - The artist has the relevant experience and demonstrated artistic ability and capacity to provide a high-quality outcome within the identified budget
 - The artist has the demonstrated ability to communicate the significant historical importance of the identified opportunity and develop an artistic story and sense of place.
5. Elected members will be advised of the panel's decision and the selected artist via Weekly News
6. Staff will manage the artist with the panel kept up to date throughout
7. Elected members will then be informed of the final commission via Weekly News update and / or launch event if appropriate.

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In the event of a public artwork being selected through the panel (step 4), the Public Artwork Framework will take over at this point with EOI being assessed against the following criteria:

- artistic merit, innovation, concept development
- material considerations for public spaces
- relevant practical considerations, limitations and restrictions
- experience and capability
- financial viability of the proposal
- compliance and qualifications
- current certificate of public liability insurance.

4.2.2 Purchasing

Works can be purchased, either directly from artists and/or their agents, or from any other reputable source, and will follow the procedure as detailed above in the 'assessment and acquisition of works'.

4.2.3 Acquisitive prize

A council managed art competition may include a prize which is the purchase of the winning artwork by the City of Onkaparinga.

This opportunity and the category of the art competition will be presented to Council for consideration and approval.

4.2.4 Gifts

Works bequeathed or given as gifts to the City of Onkaparinga will be considered in line with the Policy.

4.3 Inward loans

In order to present interesting and educational exhibitions/displays, the City of Onkaparinga may endeavour to borrow works from other organisations and individuals for inclusion in temporary exhibitions, under the following conditions:

- Artworks received through a loan or rental agreement becomes part of the collection for the term specified in the agreement
- Any inward loan agreement will be approved by the Team Leader Arts, Reconciliation and Cultural Development
- Artworks on inward loan cannot be loaned to a third party.

The City of Onkaparinga will provide the following during the loan period:

- An inward loan agreement with the owner/organisation that details:
 - Transport to and from the loan organisation
 - Insurance during transport and exhibition
 - Security of the items while on display
 - Curatorial and collection management expertise for the safe handling of loaned items

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- Public recognition of the loan owner/organisation
- Any costs associated with the loan

4.4 Outward loans

City of Onkaparinga may lend items from the collection to other organisations for inclusion in temporary exhibitions. Each application will be assessed individually, based on the conditions of the loan organisation, to ensure safety and security of the artwork on loan.

The following conditions will need to be satisfied:

- Insurance during transport and display
- Security during time of display
- Packaging to ensure no risk of damage during transportation
- Recognition of the City of Onkaparinga
- Evidence of appropriate curatorial and collection management expertise for the safe handling of loaned items
- Appropriate documentation of the loan to be established
- Approved facility report to be provided
- All costs in relation to the loan are covered by the borrower.

4.5 De-accessioning works from the collection

The de-accessioning of works in the collection will be a rare and exceptional measure and would occur on an infrequent basis and must be approved by Council.

De-accessioning of works included in the collection may be considered in the following cases:

- Deteriorated beyond conservation and restoration
- Are outside the Policy
- Provenance and significance cannot be established
- Duplicates and or reproductions
- Questionable authenticity.

De-accessioned works in the collection may be disposed of in the following ways in preferential order:

1. Offered back to its original owner or closest relatives
2. Gifted/exchanged with another collecting institution
3. Sold, permanently loaned, or donated to organisations and/or individuals that may have a special interest in the work
4. Sold or auctioned in the most appropriate way
5. Destroyed.

In the case of de-accessioning artworks through sale or auction, the proceeds will be returned to Council.

Artworks that may have been acquired with a restriction regarding their use, particularly to its disposal, may not be de-accessioned while this restriction is in place.

Constraints regarding display and storage space or taste and opinion of individuals must not be a reason for de-accessioning of works.

City of Onkaparinga ownership of the work must be established if de-accession is to proceed.

The Council report will include:

- rationale as to why the work was acquired
- relevance of the work to the Policy
- artistic merit of the work
- outcomes of community engagement and communication with the artist where they are contactable
- relevance of the work and its significance, or lack of significance, to the local area/community
- nature of the work in relation to the artist's career development
- a detailed description of the work, a photograph, an estimated market value and a recommendation of how it is to be best disposed of.

De-accessioned works will remain on the collection database. The assessment and documentation of the final decision will also be included in the collection database.

A 12-month cooling off period will apply once approval has been provided for a work to be de-accessioned to monitor community feedback. During this period the artwork will be stored at the Port Noarlunga Arts Centre.

After the cooling off period, if no community feedback is provided, Council's recommendation will be undertaken.

4.6 Conservation guidelines

To minimise the deterioration of works in the collection, the City of Onkaparinga will apply, where possible, the following principles of good collection management:

- Eliminate all-natural light from storage areas
- Not leave works, especially those of a sensitive nature, on permanent display, and change displays frequently. Works of a sensitive nature will only be displayed for very short periods (usually three months or less)
- Maintain a regular housekeeping program to remove accumulated dirt and dust from works and their surrounding environment
- Seal buildings appropriately
- Ensure regular maintenance of air conditioning systems
- Ensure insect activity is monitored and managed as an ongoing process

- Isolate infected materials - identify insect species and contact a conservator for advice before carrying out any treatment
- Improve insulation in ceilings, walls and windows
- Maintain buildings to reduce and eliminate moisture problems
- Seal display cases appropriately to manage damp conditions and humidity
- Ensure collection areas are kept locked with entry to be controlled.

4.7 Handling procedures and transport

Proper and current object handling and transport standards will be applied. This includes applying high care and appropriate procedures for moving and transporting objects.

Appropriate packing and handling equipment will be used.

Staff will be trained in handling and the use of necessary equipment and packing materials.

5 Relevant legislation and references

Arts and Cultural Development Action Plan 2022–25

6 Document control

Author (to whom changes are to be recommended):	
Position	Name
Team Leader Arts, Reconciliation and Cultural Development	Jason Haskett
Stakeholders (audience – engagement groups):	
Elected Members Corporate Governance Arts, Reconciliation and Cultural Development team Our communities	

Reviewed by:			
Position	Name	Date reviewed	
Manager Community Capacity	Paul Wright	15/09/2021	
Approved by (document owner):			
Position	Name	Approval date	Approval ECM number
Director Community Services	Philomena Taylor	15/09/2021	ECM 4422897
Current version:			
Current version number	Release date	Review cycle	
V2	03/08/2021	Review every four years from the approval date Risk calculation: Consequence rating - Low Likelihood rating - Unlikely Overall risk rating - Low	

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V3	15/09/2021	Updated commissioning process following elected member feedback	
History:			
Date	Author	Version	Nature of change
01/02/2021	Jason Haskett	1	Original document
13/08/2021	Jason Haskett	2	Updated acquisition and de-accessioning process.
Related documents: (internal documents that need to be reviewed when this document is amended)			
Title of document			Document number
Art Collection Management Policy			ECM5366669
Document location:			
Published location			Original in ECM
Onkanet and our website			

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Appendix 1

Acquisition Request form

Artist details

Artist information/background/relevant details (attach a CV from the artist, where possible)

.....
.....

Is the artist already represented in the collection, and if so, how does another work by this artist contribute to the value of the collection?

.....
.....

Title of work

Date of work

Medium

Size

Purchase price/value

Provenance

Vendor

Image:



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Acquisition rationale – how the artwork relates to acquisition criteria

1. Artistic and/or historical significance of the artwork and will be of interest to the wider community

.....
.....

2. Communicates our rich history and develops an artistic story and sense of place

.....
.....

3. Is by an artist who resides or has a relationship with the City of Onkaparinga, and/or the artwork contains themes and subject matter relevant to the City of Onkaparinga

.....
.....

4. Is of good artistic merit and complements existing works

.....
.....

5. Contributes to a balance of themes that reflect the region’s environmental, geographical, natural heritage and history

.....
.....

6. The authenticity of the work is established, along with the provenance

.....
.....

7. Legal title to the work is established to the current owner and upon acquisition, legal title is transferred to the City of Onkaparinga.

.....
.....

Condition of artwork

Excellent

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Good

Poor

Requires framing and/or conservation:

Yes

No

Estimated cost of framing / conservation \$

Notes:

.....
.....

Display of artwork – describe how and where the artwork will be displayed

.....
.....

Storage of artwork

Is storage space available for the artwork when it is not on display?

Yes

No

Acquisition budget line and amount\$.....

Framing/conservation budget line and amount\$.....

Acquisition proposal prepared by:

Name:

Position:

Date:

Acquisition decision

Approved for consideration by Council

Not approved

Signed: Date

Jason Haskett

Team Leader Arts, Reconciliation and Cultural Development

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