

# Art Collection Management Policy

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<b>Responsible Officer (s):</b>	Gallery and Public Art Program Coordinator
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# **1 Purpose**

- 1.1 The purpose of the Prospect Art Collection (the Collection) is to collect, manage and preserve visual art which adds to the cultural life of City of Prospect, engages and inspires its community and as a way of building and representing community identity.
- 1.2 The purpose of the Prospect Art Collection Policy (the Policy) is to ensure sound management of the Collection.
- 1.3 Key objectives are:
  - 1.3.1 conserve, document and develop a focused, cohesive and significant collection in keeping with the vision statement;
  - 1.3.2 provide an open and accountable system of acquisition and accession and de-accession of artworks;
  - 1.3.3 provide guidelines for the effective preservation and management of City of Prospects assets;
  - 1.3.4 advocate the provision of resources for its preservation and management as well as towards the development of the collection through new acquisitions; and
  - 1.3.5 ensure public access to the Collection for research or interest by allocating resources towards creating an online collection database.

## **2 Definitions**

- 2.1 Art: objects of painting, sculpture, prints, photographs, pottery, mixed media, textiles, installation works and other materials associated with visual arts practice.
- 2.2 The Collection: the works of art within the scope of the Prospect Art Collection Policy and thus deemed appropriate for inclusion in City of Prospect Art Collection.
- 2.3 Acquisition: the obtainment by City of Prospect of any piece for the Collection by purchase, donation, or on the basis of permanent loan, that will be permanently displayed or stored within premises owned or managed by City of Prospect.
- 2.4 Accession: the formal process by which works of art are incorporated and accepted into the Collection.
- 2.5 De-accession: the permanent removal of a piece of the Collection, which includes sale, donation, repatriation, and removal where considered damaged beyond repair, or for other reasons deemed appropriate in accordance with the deaccessioning policy.

## **3 Scope**

- 3.1 This Policy applies to all works of art in City of Prospect Art Collection.
- 3.2 Public Art and murals are a distinct collection to be managed by separately, including commissions for public art and murals.
- 3.3 Historically significant documents, reproductions and other items of significance to the history of City of Prospect as a distinct collection to be known as The Prospect Civic/ Museum Collection (small collection of items not currently included in the Local History Collection)

## **4 Legislative and Corporate Requirements**

- 4.1 The Art Collection Management Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents, including:
  - 4.1.1 Curatorial Recommendations – City of Prospect Art Collection
  - 4.1.2 CR16/56515 City of Prospect Art Collection – 2016
  - 4.1.3 4.1.3 National Association for the Visual Arts – Copyright Code 2014
  - 4.1.4 City of Prospect Accounting Policy and Procedures 2010
  - 4.1.5 Resale Royalty Rights for Visual Artists Act 2009

## 5 Policy Statement

### 5.1 Preamble

The Prospect Art Collection began informally in 1969 with the donation of a painting by R H Lever, showing the artist's grandmother in her home in Rose Street, Prospect (1897).

The Community Arts movement of the 1970s brought a rich cultural legacy to City of Prospect. These community arts and public art projects established City of Prospect's reputation for creativity, supporting the arts and nurturing a local creative culture and community. Acquisitions, often purchases from the Prospect Community Art Show, from this period onwards reflect the socially engaged, political and environmental awareness of the newly established creative community in City of Prospect.

The Collection contains numerous significant works, including several by Ann Newmarch, an artist well-known particularly for activist projects in Prospect such as the Prospect Mural Group, and whose work sits at the forefront of the feminist art movement in Australia in the 1970s.

The relatively informal way in which the Collection has taken shape has resulted in an eclectic mix of professional and non-professional artworks that tell a story of the development of the arts and the creative community of Prospect.

### 5.2 Art Collection Objectives:

- 5.2.1 Extend and develop Collection strengths through acquisition, gifts and bequests.
- 5.2.2 Project and promote City of Prospect's commitment to community, creativity and cultural development.
- 5.2.3 Reflect the cultural practices of the local community.
- 5.2.4 Reflect the art practises of the time.

### 5.3 Collection Strengths:

City of Prospect Art Collection comprises over 100 works in various mediums. The collection consists predominately of painting and other 2D including photography, prints but also small-scale sculpture and installation works and textiles.

Major collection strengths include:

- 5.3.1 original works by contemporary Australian artists, many with connections to City of Prospect; and
- 5.3.2 art connected to the community arts movement that is socially engaged/participatory, and / or engaging with environmental and social justice issues.

## **6 Acquisition Policy**

- 6.1 Primary curatorial focus of the Collection is contemporary (c1940 onwards) Australian artists, particularly but not exclusively artists/artwork with connections to City of Prospect.
- 6.2 Original works of art of an artistic standard/quality consistent with the vision for the Collection.
- 6.3 New acquisitions to build upon and develop the strengths of the collection.
- 6.4 Acquisitions will be made on the advice of Prospect Arts Action Network (PAAN) and / or Prospect Gallery Co-ordinator.
- 6.5 Original works of art to be acquired through purchase, commission, gift/donation
- 6.6 Only works accompanied by full documentation and to which the donor/vendor has legal title will be accepted.
- 6.7 Only works in an acceptable condition will be received into the Collection. Acceptable condition is considered ready for display and with adequate hanging devices as appropriate. The proposed acquisition should not be in immediate need of conservation work, except where the work is considered of significant value as an asset to the Collection, and budget permits restoration work/ framing to occur immediately.
- 6.8 Works outside of the Collection criteria deemed to be of significant value to the Collection in keeping with the vision statement, may in special cases be brought into the Collection by donation or purchase at the discretion of PAAN/ Council.
- 6.9 Only works that can be suitably housed within the storage and display facilities available can be accepted into the collection.
- 6.10 Long term loans are to be discouraged. Where an item has been on loan for a period of 10 years, the artist will be contacted and the item offered for return. On Advice of PAAN, the item may be donated into the collection by the artist / artists' estate.

## **7 Copyright**

- 7.1 The artist remains the copyright holder of their work. Where images are proposed for use in promotional material, copyright permission will be sought from the artist, however, the artist is not obliged to grant permission.
- 7.2 Copyright permission must be sought for the use of the image in the online collection. In line with the protocols set out by NAVA (National Association for the Visual Arts) Copyright Code 2014, City of Prospect endeavours to protect the moral rights of artists by using low pixel resolution in order to provide protection from unauthorised copying.

## **8 Donation**

- 8.1 Gifts of works of art are encouraged and accepted only on the basis that PAAN see the work of art as significant and relevant to the Collection.
- 8.2 Donations to the Collection will not be accepted if they do not accord with the Acquisition Policy.

## **9 Indigenous Protocols**

The protocols set out in Valuing Art, Respecting Culture: Protocols for working with the Australian Indigenous visual arts and crafts sector (Doreen Mellor and Terri Janke, National Association for the Visual Arts, Sydney, 2001) are adhered to in principle by Prospect City Council and PAAN. See section 15: Public Collections: Indigenous Art, and its Management.

In accordance with these protocols, City of Prospect Acquisition Policy includes that:

- 9.1 Due care will be taken regarding verification of the provenance at the time of purchase.
- 9.2 Appropriate curatorial care, regarding archival descriptions and cataloguing will be undertaken.
- 9.3 Artist biographies are to be kept up to date.
- 9.4 Collection/ exhibition labels are to identify place of origin and cultural belonging/ association.

## **10 Access**

- 10.1 General information about the Collection is available to the public via the internet. Permission must be sought from the copyright holder for the artworks appearing on the website.
- 10.2 Exhibitions and public programs will give prominence to the Collection and ensure public access. Works from the City of Prospect Art Collection to be exhibited at Prospect Gallery biennially in a Works from the Permanent Collection-style exhibition.
- 10.3 Selected works from the collection will be on permanent display on the walls of the Civic Centre and Prospect Library.

## **11 Resourcing**

- 11.1 City of Prospect Art Collection will be stored, maintained and conserved to the best standards in keeping with available resources, as well as create and maintain a website or Collection database available for public access online.
- 11.2 Council consider an annual budget allocation to appropriately store, maintain, document and conserve works in the collection as required.

## **12 Documentation**

An effective documentation system for the collection will be maintained by:

- 12.1 assigning a unique and consecutive accession number to each new work
- 12.2 maintaining a Collection record/database (Collection spreadsheet) that includes information about the work, its maker, provenance and value and details of agreed credit lines, where works have been donated
- 12.3 all works will be professionally photographed
- 12.4 Collection documentation will be stored in hardcopy at the main City of Prospect premises and in the Council's electronic Records Management System.

## **13 De-accessioning**

De-accessioning will occur as a result of a review of the Collection and in accordance with the following criteria:

- 13.1 limited significance and value relevant to the Collection or Policy
- 13.2 low artistic merit
- 13.3 theft, loss, damage, poor condition or serious deterioration
- 13.4 absence of a clear documentation relating to the ownership of the work
- 13.5 repatriation of cultural material
- 13.6 unsuitability for storage or display within the designated areas for collection items
- 13.7 works identified for de-accession will in the first place be offered back to the artist/ estate of the artist. Reasonable effort will be made to contact the artist/ estate. However if contact is not made with relevant parties, or they decline to take ownership of the work, works will be disposed of in a manner benefiting the collection and may include sale, exchange, gift or destruction ensuring that all legal and cultural issues are observed.
- 13.8 proceeds from any such sales may be accrued and used for future acquisition, conservation, collection research. Where the de-accessioned work was a gift or bequest, purchases made with the proceeds of such a sale will carry the same credit line.
- 13.9 in accordance with the Resale Royalty Right for Visual Artists Act 2009, when artworks are commercially resold for over \$1000, five per cent of the sale price will be paid to the visual artist.
- 13.10 the hard copy folders associated with de-accessioned works will be moved from the Art Collection folders to a separate 'De-accessioned' folder, which will be stored outside of the up to date Collection information. It will also be deleted from the collection record/database (spreadsheet) and moved to the de-accession database.



## **14 Review**

- 14.1 The Policy will be reviewed once per Council term or as required by legislation.

## **15 Access to the Policy**

- 15.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.