

LINCOLN UNIVERSITY ART COLLECTION POLICY

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APPENDIX ONE – TERMS OF REFERENCE FOR THE LINCOLN UNIVERSITY ART COMMITTEE

1. **PURPOSE**

The Lincoln University Art Collection is comprised of original works of art in a variety of media. The Collection, established by the University Art Committee, includes works dating from as early as 1639, with the majority of works by contemporary New Zealand artists dating from the commencement of active collecting in the 1970s through to the present day.

The Collection exists to enhance the environment for staff, students, researchers and visitors and is also used as a teaching tool particularly for Landscape Architecture students but also for several other courses. In addition to the enrichment of the University setting, the Collection also forms a significant part of the broader context of art and culture, both locally and nationally. The Collection has both monetary and cultural value that requires management, protection and enhancement by future acquisitions.

This is a University-wide policy developed to formalise the status of the Lincoln University Art Committee and ongoing management of the collection.

2. **DEFINITIONS**

The terms '**art works**' and '**works of art**' are used to indicate any painting, drawing, print, ceramic, sculpture, taonga etc. which have been purchased, donated or bequeathed to Lincoln University and which have been formally acquired and catalogued as part of the Lincoln University Art Collection.

This policy does not apply to heritage items that are part of the Lincoln University Museum Collection.

3. **POLICY CONTENT AND GUIDELINES**

3.1. **New Purchases**

- 3.1.1 The Art Collection will be developed by the acquisition of art works that develop and complement existing collection strengths within funding and management constraints.

- 3.1.2 New items purchased for the Collection will be original art works by leading contemporary New Zealand artists who have been collected by major public galleries. Works will normally, but not exclusively, be sourced from Christchurch dealer galleries.
- 3.1.3 Previously owned works that fit the acquisition criteria may be purchased at auction or from dealer galleries.
- 3.1.4 Works may be commissioned for specific purposes (including additions to the Vice-Chancellor portrait collection.)
- 3.1.5 Works will be acquired in an ethical and legal manner.
- 3.1.6 All works of art must be registered on the University Asset Register.
- 3.1.7 When acquiring works of art, the University will recognise the moral rights of the artists as described in the Copyright Act, 2004. No reproductions, including digital images, are allowed without permission of the University Librarian. When a work is purchased the copyright holder will be requested to grant Lincoln University the rights to:
- a) Present the work at public exhibitions.
 - b) To reproduce the work for any purpose related to such exhibitions for promotion, advertisement, registration or other purpose.
 - c) To reproduce the work for internal database records and catalogues, security, insurance, conservation or other internal purposes.
 - d) To reproduce the work in digital format for placing on the University's intranet, and website if appropriate.
 - e) To reproduce work for sale in printed or digital image form, but only after special arrangement with the copyright holder.
- 3.1.8 Requests will be made to the appropriate agency for a percentage of costs budgeted for any new university building to be set aside for the purchase of art works that could be displayed in the new building.

3.2. Gifted Works

- 3.2.1 Works may be acquired by donation. Donated art works will normally be required to meet the new purchases criteria (see 3.1.2).
- 3.2.2 The University Librarian, on advice from the Committee, reserves the right to decline donated items. Donations should be made unconditionally.
- 3.2.3 Where donors contact faculties directly, the request must be referred to the University Librarian who, on advice from the Committee, will liaise with the donor.
- 3.2.4 Donation to the collection may be made by bequest. It is strongly recommended that donors considering making a bequest discuss their intentions with the University Librarian prior to writing their will in order to ensure their intended gift meets collection criteria. Where a bequest of a work of art does not meet the criteria, it may be respectfully declined or referred to a more appropriate repository.

- 3.2.5 Where the donor is the copyright holder for a donated work, the donor will be asked to grant the University the rights as outlined in 3.1.7.
- 3.2.6 The name of the donor and any other relevant information associated with the donation should be added to the database.

3.3. Display Locations

- 3.3.1 All works of art purchased as part of the Art Collection will be displayed in public locations where they can be viewed by staff and students. Art works are not to be displayed in individual offices or places not normally accessible by staff from other university departments. The Vice-Chancellor's office and reception areas are exceptions to this rule as these areas are used to greet dignitaries and visitors and therefore having artwork in these spaces is considered important.
- 3.3.2 Art works may be purchased by faculties or other groups such as the Lincoln University Staff Club from within their budgets to be displayed specifically in their own area. It is recommended that such purchases should meet the criteria for new purchases (see 3.1.2) and be made in consultation with the University Librarian. Works so purchased should normally be registered as part of the Art Collection by the Management Services Librarian/Records Manager and managed accordingly.
- 3.3.3 Where appropriate, works should be hung using security fixings which will deter theft and protect against minor earthquake. More valuable works are housed in areas where there is a surveillance system in place, currently the Library.
- 3.3.4 Appropriate descriptive labels for art works will be placed by works of art.
- 3.3.5 The architectural brief for any new buildings on campus should include a request for the provision of display space for art works.

3.4. Art Database

- 3.4.1 All art works will be accurately described and recorded in the Art Database. This curatorial tool will track provenance, condition, value and other pertinent information.
- 3.4.2 A subset of the information contained in the Art Database containing appropriate information for public viewing may be made available on the Intranet. Purchase price and current valuation should not be included in this subset.

3.5. Conservation

- 3.5.1 No works of art shall be moved without consulting the Management Services Librarian / Records Manager. In an emergency, it may be necessary to move an artwork without consultation if the work is in danger (for instance, if a pipe is discovered leaking directly above an artwork). In such situations care must be taken and the Management Services Librarian/Records Manager notified as soon as possible.

- 3.5.2 No works of art should be covered without consulting the Management Services Librarian / Records Manager.
- 3.5.3 If any building maintenance or renovation is to take place in the vicinity of art work the Management Services Librarian/Records Manager must be notified. Art Works may be temporarily removed if building refurbishment or other action is likely to endanger the work. When works are removed for any reason a notice will be placed in the vacant space stating the reason for the removal.
- 3.5.4 Repairs such as framing, stringing, removal of acid mounts, glazing, etc. will be carried out as required and as funds allow.
- 3.5.5 Expertise of professional conservators may be sought where appropriate.
- 3.5.6 An audit of art works will be conducted every 12 months to ascertain any conservation issues that may have arisen.
- 3.5.7 The Management Services Librarian/Records Manager shall be responsible for organizing a presence/absence audit of the collection on a quarterly basis.
- 3.5.8 To detect possible damage or theft promptly, any damaged or missing works should be reported to the Management Services Librarian/Records Manager and the University Cleaning and Security Coordinator as soon as possible. Cleaners and security staff should be made aware of the art works and be asked to report to the University Cleaning and Security Coordinator if they notice missing or damaged works while undertaking their duties. The Management Services Librarian/Records Manager and the University Cleaning and Security Coordinator will liaise and coordinate appropriate steps in terms of subsequent reporting and further required actions.

3.6. Valuation

A professional art valuer will value the Art Collection every five years for insurance purposes.

3.7. Deaccession and Disposal

- 3.7.1 A work may be permanently removed from the Collection due to circumstances such as extensive damage, irreversible deterioration or loss due to theft or disaster. A recommendation for deaccessioning will be made by the Art Committee to the University Librarian and any relevant interested parties, such as the original donors, will be consulted. All deaccessions will be recorded in the Art Collection Database.
- 3.7.2 If it is deemed that a work should be disposed of by transferring ownership from the University then it may be:
- a) Returned to the original donor, or the donor's family.
 - b) Gifted or exchanged with another appropriate institution.
 - c) Offered for public sale.

- 3.7.3 If an artwork is sold any income realised from the sale of works of art may only be used for further acquisitions of artwork, or for the care and conservation of the collection.
- 3.7.4 Any legal or other impediments must be identified before disposal takes place. Where a work of art has been gifted or bequeathed, the wishes of the donor(s) must be acknowledged. Works acquired by donation may not be disposed of by public sale, unless specifically agreed with the donor or their descendants.
- 3.7.5 Works being disposed of may not be gifted to, or exchanged with, any person connected to the University, including staff members, board members, trustees or their families or agents.
- 3.7.6 All disposals must be clearly recorded in the Art Collection Database.

3.8. Education and Promotion

- 3.8.1 Publications relating to art works, on the Lincoln University Campus will be produced and updated by the Committee when deemed necessary and as funds allow.
- 3.8.2 A guiding service is offered to visiting groups. The Management Services Librarian/Records Manager should be contacted in the first instance with regard to a requested tour.
- 3.8.3 New works added to the collection will be publicised as appropriate.

3.9. Loans

- 3.9.1 Works may be accepted or requested by Lincoln University on loan subject to an acceptable agreement being drawn up. Terms and conditions for the agreement should cover the process for temporary accession, the term of the loan, insurance matters and ownership.
- 3.9.2 The University may loan art works from the Collection for exhibition purposes. Formal requests for loans should be made to the University Librarian. Art works from the Collection will be lent only to recognised galleries or institutions subject to satisfactory transport arrangements, adequate display conditions and security measures. Insurance cover issues must be established before any loan is undertaken and are the responsibility of the borrowing institution. Such loans will be recorded in the Art Database.

3.10. Revenue Generation

- 3.10.1 The Committee will give consideration to opportunities for revenue generation, including sales of publications related to art works (see 3.8.1) and, where these are applicable, funds generated by donations in response to tours of the campus or from the loan of works of art.
- 3.10.2 Funds generated by such means will be used for the maintenance of the Collection or towards the purchase of new items.

3.11. Resident Artists

Any faculty considering appointing an artist in residence should consult with the University Librarian. A condition of appointment would be that while resident at the University the artist will normally execute a work for installation on campus and eventual inclusion in the Art Collection.

4. LINKS WITH OTHER POLICIES, SUBSIDIARY RESOURCES AND REFERENCES

- ❖ [Art Work Loan Agreement \(incoming art\)](#)
- ❖ [Art Work Loan Agreement \(outgoing art – general institution\)](#)
- ❖ [Art Work Loan Agreement \(outgoing art – art gallery\)](#)
- ❖ [Copyright Act 1994](#)

5. RESPONSIBILITY AND APPROVAL

- 5.1. The University Librarian has delegated responsibility from the Vice Chancellor for management of the Art Collection and has overall responsibility for this policy.
- 5.2. The Management Services Librarian/Records Manager has delegated responsibility for day-to-day implementation of this policy. This person may be approached on a routine basis in relation to this policy and its implementation.
- 5.3. The [Art Committee](#) (see terms of reference in Appendix One) will provide advice to the Librarian within the scope of the Terms of Reference detailed below.

6. REVIEW

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| Manager: | Assistant Vice-Chancellor (Academic) |
| Approval Date: | 2 May 2011 |
| Approval Body: | SMG |
| Next Review Date: | 2 May 2013 |

APPENDIX ONE – TERMS OF REFERENCE FOR THE LINCOLN UNIVERSITY ART COMMITTEE

- 1. PURPOSE**
 - 2. APPOINTMENT OF MEMBERS**
 - 3. MEMBERSHIP**
 - 4. FREQUENCY OF MEETINGS**
 - 5. CONSULTATION**
 - 6. REVIEW**
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1. PURPOSE

The Art Committee will provide advice and guidance to the Librarian on matters pertaining to the Art Collection including advising on the development and management of the Collection in accordance with the terms of this policy.

2. APPOINTMENT OF MEMBERS

All members of the Committee are to be appointed by the University Librarian on advisement by the Committee. Appointment is for a three-year term, which may be renewed.

3. MEMBERSHIP

The Committee shall be made up of the:

- a) University Librarian (ex-officio)
- b) Management Services Librarian/Records Manager
- c) Up to 10 interested persons, including students, from throughout the University.

Members of the University who wish to join the Committee should make application to the Committee, via the University Librarian.

4. FREQUENCY OF MEETINGS

The Committee will meet every three months or more frequently if required.

5. CONSULTATION

The Committee may from time to time consult outside the Committee in order to take advantage of expertise as and when appropriate.

6. REVIEW

Manager: Assistant Vice-Chancellor (Academic)
Approval Date: 2 May 2011
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