



Review Date:	March 2019
Authorised by:	Principal
Contacts:	Art Curator
Locations:	SS2/MyS/SW

ART COLLECTION POLICY

1. RATIONALE

The Somerville House Art Collection aims to:

- To develop and maintain a visual art collection of national significance and repute that reflects the cultural aspirations of the School and its expressed goals and policies.
- To collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in Australian contemporary art, with an emphasis on Queensland artists and artists who have an important connection to the Somerville House.
- To collect and commission selectively works of art which enhance the buildings and grounds of the School and which foster an understanding, enjoyment and appreciation of the visual arts among the Somerville House community and members of the general public.
- To collect selectively works of significance for the development of research and reference collections, which support the School's commitment to the study and preservation of Queensland visual arts and/or works which have an important connection to Somerville House and its antecedents

2. SCOPE

This policy applies to the acquisition (including purchase, commission, gift or donation) of all works of art within the School.

3. POLICY STATEMENT

It is the policy of the School to develop a significant and well-regarded Art Collection in accordance with the guidelines stated in this policy.

4. REFERENCES

4.1 References to other Policy

- Conflicts of Interest

4.2 Legislative and other References

Nil

5. RESPONSIBILITIES

Council

- Nil

Principal

- Oversight of the acquisition, loan and disposal of all works of art.

Art Curator

- Ensure all aspects of this policy are followed.
- Responsible for overall management of the Art Collection.

6. PROCEDURES

6.1 Criteria for Acquisition

Somerville House collects works of visual art within the terms of the collections policy whether by purchase, commission, gift or donation in the following categories, listed in descending order of emphasis:

- Works of demonstrable excellence by artists of significance, with an emphasis on Queensland artists and/or artists who have an important connection to Somerville House and or its antecedents.
- Site-specific works of art and/or works suitable for the display conditions of sites within the School's buildings and grounds.
- Works of significance for the purpose of developing identified research and reference collections and which reflect the cultural aspirations of the School.
- Works of art which contribute to the general congruence of the collection.

6.2 Acquisitions procedures and agreements

6.2.1 All works of art proposed for acquisition by the School must be approved by the Acquisitions Committee, which is to be made up of the Principal, Business Manager and an agreed upon advisor/s on visual art (e.g. Collection curator, Head of Art).

6.2.2 The Acquisitions Committee when approving art works to be acquired will bear in mind the management and resource implications of accepting loans, gifts or purchases and the financial and legal implications of accepting improperly valued loans or gifts or improperly priced purchases.

6.2.3 The Acquisitions Committee may identify indicators to support decisions of possible acquisitions, e.g. public collections, gallery representation, exhibitions.

6.2.4 Clear legal title is required for all art works permanently acquired. If clear title cannot be provided, a proposed acquisition should not proceed.

6.2.5 Copyright in each of the art works shall remain the property of the artist.

6.2.6 At the time of purchase the School will request permission to create and publish images of the artwork.

6.2.7 All art works approved for acquisition by the Acquisitions Committee will be formally accessioned into the Somerville House Art Collection.

6.2.8 Art Collection curator (or Head of Art) will provide advice with respect to procedures for the acquisition of works of art for the School and other matters relating to collection policy and art works.

6.3 Donations and Gifts

6.3.1 Gifts to the Collection will be encouraged, provided such gifts are within the Collection policy guidelines. The Acquisitions Committee shall have the right to accept or refuse such offers of gifts as they occur.

6.3.2 Gifts will only be accepted where the donor has legal title to the work and the gift is made on the basis of a total transfer from the donor to the School.

6.3.3 Works of art offered on a long-term loan basis will only be accepted on the understanding that the work will eventually be donated to the School. Such an agreement will be documented by means of a signed form before the work is accepted for loan.

6.3.4 Under the provisions of the Cultural Gifts Program

6.4 Collection Reporting and Management

6.4.1 The Collection should be maintained and displayed in accordance with standards and conventions of museum conservation, handling, storage, record-keeping (including a central catalogue containing photographs of each object, a brief description, and an accession number) and security.

6.4.2 The Art Collection curator will be responsible for the overall management of the Collection.

6.4.3 The curator and/or nominee will undertake a stock take and condition report audit of the Collection regularly, or as requested, and report to the Principal and School Council.

6.4.4 Commissioning works of art, including official portraits and site-specific public art works will be undertaken by the Acquisitions Committee in accordance with the Collection policy. A special advisory committee reporting to the Acquisitions Committee may be established for the commissioning of official portraits and site-specific public art works.

6.4.5 Collection loans and display

- Works of art from the Collection will be available for temporary exhibition loans on approval by the Principal and curator, subject to the borrower's agreement to the conditions specified in the Somerville House Collection Loan Agreement Forms.
- Works of art on display must not be moved without prior approval from the Gallery Director. The curator or nominee will manage the movement of works of art on display.
- The display of privately owned works of art and works of art belonging to organisational units which are not recognised as being a part of the Somerville House Art Collection will be the responsibility of the individual owner or unit.

6.5 De-Accessioning Art Works

The Collection will be subject to periodic review in order to assess its relevance to the Collection Policy. Works will be considered on a case-by-case basis for de-accessioning based on the following criteria:

- irrelevance to the Art Collection Policy
- low artistic merit
- duplication
- theft or loss, damage or serious deterioration in condition
- the possibility of upgrading by exchange
- repatriation of cultural material
- absence of clear legal title
- unsuitability for either the identified research collections or exhibition/display purposes.
- The Somerville House Art Acquisition Committee is responsible for endorsing the disposal of art works from the Art Collection, as and when appropriate. Works identified for disposal will be valued by a recognised valuer and offered for sale or donation.

De-accessioning and disposal of works or art will be initiated and undertaken by the curator following approval from the Somerville House Art Acquisition Committee. De-accessioning and disposal of the artwork from the Collection may only occur with the written approval of the Principal.

Funds or compensation received from the de-accessioning and disposal of works of art from the Art Collection should be used solely for the benefit of the Somerville House Art Collection and usually for acquisitions, or as directed by the Principal.

7. DEFINITIONS

Nil

8. ATTACHMENTS

Nil