

Art Gallery Acquisitions and De- accessioning Policy

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City of
Newcastle

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INTRODUCTION

1. Purpose

- 1.1. The purpose of this Policy is to provide a framework for the acquisition and de-accession of Works of Art in the Collection.

2. Scope

- 2.1. This Policy applies to all acquisitions and de-accessioning of Works of Art into and out of the Gallery Collection.
- 2.2. This Policy does not apply to Public Art.
- 2.3. This Policy applies to Council and all City of Newcastle (**CN**) Staff involved in the acquisition and de-accessioning of Works of Art.

3. Principles

- 3.1. CN commits itself to the following principles:

- a) **Accountability and transparency** – This Policy provides a framework for the transparent and relevant acquisition and de-accessioning of Works of Art to and from the Gallery Collection.
- b) Reflecting the artistic, cultural and social development of the City of Newcastle.
- c) Providing the community with opportunities to engage with Works of Art in a highly accessible public space.
- d) Recognising artists from Newcastle and the Hunter Region.
- e) Enhancing the community's awareness, understanding and appreciation of art.

ROLES AND RESPONSIBILITIES

4. Art Gallery Director

- 4.1. Carry out all responsibilities as per the Acquisitions and De-accessioning Committee Charter.
- 4.2. Make recommendations to the Committee for Works of Art to be considered for acquisition or de-accessioning from the Collection.
- 4.3. If the Committee recommends the acquisition of a Work of Art, the Art Gallery Director may acquire the Work of Art in accordance with CN's Acquisitions and De-accessioning Procedure and in accordance with CN's adopted budget and staff financial authorisations.

5. Committee

- 5.1. Carry out all responsibilities as per the Acquisitions and De-accessioning Committee Charter.
- 5.2. Make recommendations as per the Committee's responsibilities from the Acquisitions and De-accessioning Committee Charter.

6. CN Staff

- 6.1. Carry out all responsibilities as per the Charter.
- 6.2. Ensure accurate record keeping of all recommendations and decisions made regarding acquisitions and de-accessions.

7. Council

- 7.1. Council may consider and approve the purchase of Works of Art with CN funding to the value of \$1 million or more through the resolution of the Council.

ACQUISITIONS

8. Primary areas of collecting

8.1. The Gallery aims to collect:

- a) Australian art of all regions with emphasis on:
 - i. Works of Art pertaining to Newcastle and the Hunter Region.
 - ii. Works of Art by outstanding artists associated with Newcastle and the Hunter Region.
 - iii. Representation of the full range of styles and movements in all major visual arts media.
 - iv. Contemporary art to ensure low cost and high value masterpieces for the future.
- b) Australian ceramics (20th Century - present day) to fully represent the development of this art medium.
- c) Japanese ceramics (20th Century - present day) to fully represent the development of this art medium.
- d) International Works of Art where they have relevance to, and inform, the existing Works of Art in the Gallery's Collection.

9. Criteria for acquisition

9.1. The Gallery will only acquire a Work of Art for the Collection if the Work of Art is:

- a) relevant to, and inform, the Collection including one of the Primary areas of collecting.
- b) unencumbered to allow unconditional right to retain custody and control in perpetuity.
- c) unencumbered to allow the legal and equitable title to transfer to CN.
- d) able to be cared for and stored appropriately by the Gallery.
- e) of Gallery / Museum quality and in a good state of preservation.
- f) not a duplicate of a Work of Art already in the Collection.
- g) being acquired primarily for public display.

10. Recommendation and approval of acquisitions

10.1. If the Art Gallery Director considers that a Work of Art is appropriate for acquisition by purchase, donation or bequest, the Art Gallery Director will report to the Committee recommending that the Work of Art be considered.

10.2. The Committee will:

10.2.1. review the report of the Art Gallery Director against the primary areas of collecting provided in clause 8 and criteria for acquisition provided in clause 9.

10.2.2. make a recommendation on the acquisition of the Work of Art.

10.3. If the Committee recommends the acquisition of a Work of Art, the Art Gallery Director may acquire the Work of Art in accordance with CN's Acquisitions and De-accessioning Procedure and in accordance with staff financial authorisations. Council may consider the purchase of Works of Art with CN funding to the value of \$1 million or more through the resolution of the Council. Approval for budget increases to the acquisitions budget will be sought through the adopted quarterly review process and reported to Council.

10.4. If the Committee does not recommend the acquisition of the Work of Art, CN must not acquire the Work of Art.

DE-ACCESSIONING

11. Criteria for de-accessioning

- 11.1. The Gallery may only de-accession Works of Art if it is established that the Work of Art:
- h) is inconsistent with this Policy or was erroneously included in the Collection.
 - i) has no clear legal and equitable title.
 - j) has been lost or stolen.
 - k) has its authenticity proven to be in question.
 - l) is damaged or suffered serious deterioration in condition.
 - m) is an obvious duplication or repetition of the Work of Art already in the Collection.

12. Recommendation and approval for de-accessioning

- 12.1. If the Art Gallery Director considered that a Work of Art is no longer appropriate to the Collection, the Art Gallery Director will report to the Committee recommending that the Work of Art be de-accessioned.
- 12.2. The Committee will:
- 12.2.1. review the report of the Art Gallery Director against the Primary areas of collecting provided in clause 8 and criteria for acquisition provided in clause 9.
 - 12.2.2. make a recommendation on the de-accessioning of the Work of Art.
- 12.3. If the Committee recommends the de-accessioning of a Work of Art, CN may de-accession the Work of Art.
- 12.4. If the Committee does not recommend that the Work of Art be de-accessioned, CN must not de-accession the Work of Art.

Annexure A – Definitions**CEO** means Chief Executive Officer of the City of Newcastle and includes their delegate or authorised representative.

References to the Chief Executive Officer are references to the General Manager appointed under the *Local Government Act 1993* (NSW).

Charter means the governing guidelines for the **Committee**.

City of Newcastle (CN) means Newcastle City Council.

CN Staff means full time, part time, temporary and casual staff employed by CN, and volunteers

Collection means all **Works of Art** contained in the Art Gallery or to be acquired for the Art Gallery's Collection.

Committee means the Acquisitions and De-accessioning Committee.

Council means the elected Council.

Donation means either a gift of a **Work of Art** directly to the Art Gallery or as a Cultural Gift Program Donation (CGP) through the Australian Government's Cultural Gifts Program.

Gallery means Newcastle Art Gallery.

Public Art means **Works of Art** to be staged in a public domain.

Work/s of Art means artwork, art piece, art object or an aesthetic item or artistic creation.

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

ANNEXURE B - POLICY AUTHORISATIONS

Title of authorisation	Description of authorisation	Position Number & Title
Nil.		

DOCUMENT CONTROL

Policy title	Art Gallery Acquisitions and De-accessioning
Policy owner	Art Gallery Director
Policy expert/writer	Curator Newcastle Art Gallery
Associated Guideline or Procedure Title	Nil
Guideline or Procedure owner	N/A
Prepared by	Art Gallery
Approved by	Council
Date approved	23/08/2022
Policy approval form reference	ECM# 7464467
Commencement Date	23/08/2022
Next review date	23/06/2025
Termination date	23/06/2026 (one year post revision date)
Version #	Version 4
Category	Administration
Details of previous versions	Version 1 - ECM# 5663713 Version 2 - ECM# 3065452 Version 3 - ECM# 5676623
Keywords	Acquisitions, art, art gallery, de-accessioning, Works of Art
Relevant Newcastle 2040 Strategic Theme/s	Liveable Newcastle Creative Newcastle
Relevant legislation/codes (reference specific sections)	Nil
Other related documents	Code of Conduct Acquisitions and De-accessioning Committee Charter
Related forms	Transfer of title and ownership Certificate of Donation - Cultural Gifts Program
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B