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Contact Person	Art Collections Curator – Learning Resources

Introduction

The University is the privileged guardian of over 5000 works of art. The art collections are significantly valuable assets, not only in monetary terms, but also with regards to their historical and cultural relevance.

An active collection policy is an essential tool for ensuring that this institution is able to professionally collect and manage its art collections within the boundaries set by the limitation of its budget, staff and facilities.

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Definitions

Artworks or ‘Works of Art’ – are used to indicate any painting, sculpture, water-colour, drawing, print, ceramic art, fibre or textile art, photograph, glass art, documentation of conceptual art, new media art, mixed media art, or site specific installations, which have been purchased, donated or bequeathed to the University, or any of its colleges, departments, service or research centres.

Tangata Whenua – local people, hosts, indigenous people – people born of the whenua, i.e., of the placenta and of the land where the people's ancestors have lived and where their placenta are buried.

Background

There are currently approximately 5000 works in the University’s art collection, making it one of the largest art collections in Canterbury, and one of immense historical and cultural value.

The existing strength of the collection is its connection to the art and artists of Canterbury, and in particular, those who have taught or studied at the University.

Like most university and college art collections, the artworks of the University have not been acquired as part of one clearly focused collecting programme, but rather accumulated over the years in a somewhat arbitrary manner by various departments, individuals, and by purchase and gift.

The collection is comprised of original works in oil, watercolour, pencil, charcoal, conte, and other media, as well as a large selection of prints and photographs in various formats. Also included in the collection are a small number of sculptures, textiles, medals and ceramics. The earliest of the works date from the 1700s. However, the majority of the works are from the 1800s or 1900s to the present day.

The whole collection is comprised of 12 separate collections, which were amalgamated into one in 2004, and placed under the guardianship of the University Library. The separate collections include

- Macmillan Brown Library Collection,
- School of Fine Arts Collection,
- W.S. and Alison MacGibbon Collection,
- Rutherford Medals Collection,
- University Library Collection,
- Art Purchases Committee Collection,
- Registry Collection,
- Portraits Collection,
- The University Hall Collection,
- Departmental Collection,
- University Staff Club Collection,
- UCSA Collection, and
- Christchurch College of Education Collection.

Policy Statement

Mission

To collect, care for and preserve, study and make accessible, a vibrant and rich collection of visual art.

The Art Collection will support the University by

- Contributing to the special character of the University.
- Contributing to the cultural vitality of Christchurch and Canterbury.
- Playing an important role in the study, understanding, and creation of new knowledge about the construction and projection of New Zealand's national and cultural identity through visual art.

- Assisting staff, students, researchers and the community in the discovery and creation of knowledge about visual arts.
- Developing an excellent art collection, which will be made extensively accessible to staff, students, researchers, and the community, for teaching, research, and pleasure.

Objectives

1. To acquire works of art that
 - Contribute extensively to the University's current and future teaching and research programmes; and
 - Enhance the environment for staff, students, researchers and visitors.
2. To develop a collection of works of art that represents
 - The development, teaching and understanding of art in the Canterbury and Westland regions.
 - Works by New Zealand artists, including expatriate New Zealanders, with emphasis on those who have a connection to Canterbury and Westland provinces, and in particular to the University.
3. To acquire works of art ethically, legally and appropriately, in accordance with University policies.
4. To cooperate and work in partnership with all parts of the University, and with other collecting institutions and organisations in our community.
5. To collect only works of art that we are able to document, store, care for, secure and make accessible in accordance with University policy.
6. To collect works of art in an effective, efficient and professional manner, within the guidelines set by funding and management constraints.
7. To collect in a manner that reflects the University's adherence to the principles of the Treaty of Waitangi.
8. To collect works of art which reflect the multi-cultural nature of our society and our institution.

Collection Scope

The Art Collection will be expanded and improved by the careful acquisition of works that develop, balance and complement existing strengths.

The collecting categories, listed in order of priority, will be

1. Art of the University of Canterbury
2. Art of the Canterbury and Westland regions
3. Historical New Zealand Art
4. Contemporary New Zealand Art

5. International prints and drawings

Sub-collections may concentrate on acquisition of works in one particular collecting category as a reflection of their existing strengths, or because of their primary method of collection. The aim, however, is to achieve a unified and balanced overall collection.

University of Canterbury Art

The University's objectives regarding University of Canterbury Art are to acquire an extensive collection of historical and contemporary works of art representing the development, teaching and understanding of the visual arts at the University, and particularly those arising from the School of Fine Art.

Specifically:

- Representative works by Māori artists, particularly those of Ngai Tahu affiliation, who have worked, studied, or otherwise been associated with the University.
- Representative works by Pacific artists who have worked, studied, or otherwise been associated with the University.
- A collection of works representative of a variety of media, including
 - drawing,
 - painting,
 - printing,
 - Sculpture,
 - ceramics,
 - fibre,
 - glass,
 - mixed, and
 - Multimedia.

Canterbury Art - Historical and Contemporary

The University's objectives in respect of historical and contemporary Canterbury art are to:

- Acquire a robust collection of historical and contemporary works of art representing the development, teaching and understanding of the visual arts in the Canterbury and Westland regions.
- Acquire representative works by Māori artists, particularly those of Ngai Tahu affiliation, who have worked, studied or lived in Canterbury or Westland.

- Acquire representative works by Pacific artists who have worked, studied, or lived in Canterbury or Westland.
- Collect works representative of a variety of media:
 - drawing,
 - painting,
 - printing,
 - sculpture,
 - ceramics,
 - fibre,
 - glass,
 - mixed, and
 - Multimedia.

Historical New Zealand Art

The University's objectives in respect of historical New Zealand Art are

- To acquire a representative collection of historical New Zealand art in order to provide an art historical context for the teaching, study and display of visual art.
- To acquire historical works by New Zealand artists of merit hitherto unrepresented in the collection, or represented by lesser examples.
- To acquire historical works by Māori artists, particularly those of Ngai Tahu affiliation, who are as yet, not represented in the collection.
- To acquire historical works by Pacific artists that lived, or worked in New Zealand, who are as yet, not represented in the collection.

Contemporary New Zealand Art

The University's objectives in respect of historical New Zealand Art are

- To acquire a representative collection of contemporary New Zealand art in order to provide an art historical context for the teaching, study and display of visual art.
- To acquire contemporary works by New Zealand artists of merit hitherto unrepresented in the collection, or represented by lesser examples.
- To acquire contemporary works by Māori artists, particularly those of Ngai Tahu affiliation, who are as yet not represented in the collection.
- To acquire contemporary works by Pacific artists that live, or work in New Zealand, who are as yet not represented in the collection.

International Art

The University's objectives in respect of international art are

- To acquire historical works of art whose subject matter is the Pacific or Pacific peoples.
- To maintain a small research collection of international prints, paintings and drawings in order to provide an art historical context for the teaching, study and display of visual art.
- This collection may include works by artists who have directly or indirectly influenced New Zealand art.
- This collection may include works representative of New Zealand's collecting culture and imported cultural heritages.

Collection Criteria

The following are taken into account when making selection:

- Works must be of relevance, immediate or potential, to teaching, research or scholarship at the University.
- Works must balance or strengthen the collection's coverage of a subject, or fill an identified gap within the collecting categories identified above.
- Clear legal title and strong provenance are able to be established.
- There are no legal or ethical barriers to collecting the work.
- There will be a strong presumption against collecting works which have been damaged or modified, have deteriorated and require extensive conservation, or are incomplete.
- There will be a strong presumption against collecting works that have special storage or maintenance requirements, where the University does not have the financial means or facilities to provide appropriate care.
- The University should have the ability to make the works of art easily accessible to staff, students, researchers and the community through current or potential University services.
- The work must not duplicate material already held in the collection.
- Collecting the work will not abrogate any memorandums of understanding with other institutions or organisations.
- Works offered for donation unconditionally will be accepted in preference to those offered conditionally. Where conditions are imposed, they will only be agreed to where they do not prevent the University carrying out its mission and objectives for the art collection.

The University will not acquire any art works which have been obtained illegally or in contravention of the [UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970 \(UNESCO website\)](#).

The University, acknowledging the Treaty of Waitangi in all our activities, will respond and contribute to the educational, research and development needs and aspirations of Māori, as tangata whenua.

In all collecting activities, the University will abide by the provisions of the [Copyright Act 1994 \(New Zealand Legislation website\)](#) and the [Privacy Act 1993 \(New Zealand Legislation website\)](#).

The Art Collection Management Policy will detail procedures for the acquisition process, and how we will document, care for, store, and conserve the art collection.

The Art Collections Curator is responsible for the processing, documenting, cataloguing, storage, security and management of all new acquisitions. The Art Collections Curator must develop and maintain procedures and systems to ensure the collection is successfully managed in accordance with the Collection Management Policy.

Procedures / Guidelines

Acquisition

1. Finance

The University Library currently makes an annual allocation towards the acquisition, maintenance and upkeep of the Art Collection.

Funding for special purchases may be sourced from relevant grants or trust funds, or from the budgets of University management, colleges, schools and departments, in accordance with the terms laid out in this policy. These purchases must be made in consultation with the Art Collections Curator.

All works of art over a certain value, donated or purchased for the University's collection, must be registered on the Fixed Asset Register, in accordance with the University's Fixed Asset Policy.

2. Responsibility

Ultimate responsibility for the purchase of any library collection, including artworks, rests with the University Librarian.

The Art Collections Curator is responsible for researching the art collection, supervising its direction and growth, and overseeing the initiation, development, and selection of new works.

Any University staff member may make recommendations for purchase to the Art Collections Curator, which will be submitted to the Art Acquisitions Committee for consideration. Recommendations must be in line with the terms laid out in the Collection Policy.

Any staff member or University representative involved in the process of acquiring works of art, or negotiating with donors, for the University, who has a potential conflict of interest, must declare their interest to the Associate University Librarian. A conflict may arise where the individual is a private collector, has financial interest in a commercial gallery, or is related to an artist or a donor with whom the University is negotiating. Where decisions about purchases or donations may potentially conflict with the personal interests of a staff member or University representative, they may be asked to withdraw from that process.

Acquisition by Gift

Works may be acquired by donation where they meet the collecting scope and criteria described above.

Donations may be made unconditionally, or with certain agreed conditions attached, provided they are fully stated on the deed of gift.

All donations must be assessed against this document by the Art Collections Curator prior to acceptance for the collection. Where donors contact colleges, schools or departments directly, they must be referred to the Art Collections Curator, who will liaise with the donor, assess the artworks, and register them as part of the collection if accepted.

All donations must be reported to the UC Foundation in accordance with the terms of the [Fundraising Activities Policy \(PDF, 169KB\)](#).

The University reserves the right to decline works of art that may be offered. Art works unsuitable for the University's collection will be returned to the donor, or may be directed to a more appropriate repository by agreement.

Deed of Gift

Each donation will be recorded on a Deed of Gift (see [Appendix A: Art Collection Deed of Gift](#)), which details the University's formal obligation to care for and protect any work of art gifted to it.

The Deed of Gift must clearly state any terms and conditions on which the donation has been accepted.

Unless otherwise stated, the Deed of Gift specifically prohibits the future sale of any gifted art work.

Acquisition by Bequest

Donation to the collection may be made by bequest. For assistance with wording of bequests, contact the UC Foundation.

It is strongly recommended that donors considering making a bequest discuss their intentions with the University prior to writing their will in order to ensure their intended gift meets with our collection criteria.

Where a bequest of a work of art does not meet the criteria of the collections policy, it may be respectfully declined or referred to a more appropriate repository.

Acquisition by Purchase

The Art Acquisitions Committee will be convened by the Art Collections Curator annually, in order to discuss prospective purchases and proposals, and spend the allocated art acquisitions budget.

The Art Acquisitions Committee will be comprised of the Art Collections Curator, two members of staff from the School of Fine Art or College of Arts, one member from any University college one member of library staff, and one member of general staff. All members of the committee are to be approved by the Associate University Librarian.

Sources of acquisition may be artist's studio, exhibitions, dealer galleries, auction houses or private collections.

The University will not normally make purchases directly from members of the staff. Should this circumstance arise, and the art work fits all the collection scope, concessions may be permitted. In this instance the approval of the Associate University Librarian can be sought.

Colleges, departments and schools may also purchase works of art from their respective budgets in accordance with the terms laid out in this document. These purchases must be made in consultation with the Art Collections Curator who will assess the works against this document prior to purchase. Works so purchased will be registered as part of the Art Collection by the Art Collections Curator and managed according to the Collection Management Policy.

The University will not acquire works that have been deliberately or misleadingly identified, or valued to the detriment of the owner or previous owner.

Acquisition by Commission

The University may acquire works of art by commission. Funding of such commissions may be from sources other than the art acquisitions budget, but must nonetheless comply with the criteria laid out in this document.

Commissions must be supervised and processed by the Art Collections Curator in accordance with this document.

Loan Works

The University will not accept works of art on long term loan into the collection, unless there are exceptional circumstances. Any long term loans must be approved by the Associate University Librarian.

The University may accept short term loans for research, teaching and exhibition from other institutions, or from public sources in accordance with the loans policy and procedure set out in this document.

Cooperation and Consultation

The University recognises the following institutions and organisations as partners with whom it wishes to work cooperatively:

- Te Runanga o Ngai Tahu
- Canterbury Museum
- Christchurch Art Gallery
- Christchurch Polytechnic Institute of Technology
- Lincoln University
- Airforce Museum

Where a Memoranda of Understanding exist between these institutions and the University, it will attempt not to collect in competition with them, but rather will undertake to consult and cooperate for the combined benefit of the community.

When necessary, the University will consult more widely with other organisations or representative groups as required.

Moral Rights

When acquiring works of art, the University will recognise the moral rights of the artists as described in the [Copyright Act 2004 \(New Zealand Legislation website\)](#). The University will ensure that copyright and moral and intellectual rights are respected in the documentation, display, interpretation and reproduction of all artworks in the collection.

Copyright, and moral and intellectual rights, will be considered when completing donation agreements, or commissioning works.

Illegally Obtained Art Works

The University will not acquire any art works that have been obtained illegally or in contravention of the [UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970 \(UNESCO website\)](#).

Standards and Ethics

In addition to abiding by the mission, standards and policies of the University itself, it will adhere to the following specific standards and ethical guidelines:

- [Museums Aotearoa Code of Ethics \(Museums Aotearoa website\)](#)

- [Museum of New Zealand Te Papa Tongarewa New Zealand Museums Standards Scheme \(Museum of New Zealand Te Papa Tongerewa website\)](#).

Deaccession and Disposal

Deaccession

As the mission and objectives for the art collection are reviewed on a regular basis, the University may choose to re-evaluate works in the collection and recommend deaccessioning. Deaccessioning is the permanent removal of a work of art from the collections.

There will be a strong professional caution against the disposal of works of art from the collection, and deaccessioning will only be undertaken with great care.

The income realised from the sale of works of art may only be used for further acquisitions of art work, or the care and conservation of the collection.

The criteria for recommending a work for deaccession are that the:

- artwork no longer fits the University's mission and objectives for the art collection;
- art work is extensively damaged or has irreversibly deteriorated, and conservation is not feasible;
- art work presents a health and safety hazard, either to staff or to other works of art;
- collection has accidentally acquired multiple copies of a work;
- works is found to have been illegally or unethically acquired;
- work is found to have been fraudulently created; and/or
- Work is being requested for repatriation.

Works of art may only be approved for deaccessioning once the University has clearly established that:

- the University has clear legal title to the work;
- there is a valid reason for deaccessioning; and
- All relevant interested parties, such as the original donors, have been consulted.

Procedures for the recommendation and approval of a work of art for deaccessioning must be clearly stated in the Art Collection Management Policy. All deaccessions must be clearly recorded in the Art Collection Database, and documentation retained in the Deaccessions File.

Disposal

Disposal is the act by which the ownership of a collection item transfers from the University.

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 may be disposed of in the following ways, listed in order of preference:

- returned to the original donor, or the donor's family;
- gifted or exchanged with another appropriate institution;
- offered for public sale; or
- Destroyed (for works in an extensively damaged or deteriorated condition).

Works acquired by donation may not be disposed of by public sale, unless specifically agreed with the donor.

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.

Works being sold for disposal may not be purchased by any person connected to the University, including staff members, board members, trustees or their families or agents.

Procedures for the disposal of a work of art must be clearly stated in the Art Collection Management Policy. All disposals must be clearly recorded in the Art Collection Database, and documentation retained in the Deaccessions File.

Related Documents and Information

Legislation

- [Copyright Act 1994 \(New Zealand Legislation website\)](#)
- [Privacy Act 1993 \(New Zealand Legislation website\)](#)
- [Treaty of Waitangi Act 1975 \(New Zealand Legislation website\)](#)

UC Policy Library

- [Display of Artworks Policy \(PDF, 265KB\)](#)
- [Fundraising Activities Policy \(PDF, 200KB\)](#)
- [Information Resources Policy \(PDF, 399KB\)](#)

University Website and Intranet

- [Macmillan Brown Library Collection Development Policy \(University Library website\)](#)
- [University Library Mission Statement \(University Library website\)](#)

External

- [Museums Aotearoa Code of Ethics \(Museums Aotearoa website\)](#)
- [Museum of New Zealand Te Papa Tongarewa New Zealand Museums Standards Scheme \(Museum of New Zealand Te Papa Tongerewa website\)](#)
- [UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970 \(UNESCO website\)](#)

Appendices

- [Appendix A: Art Collection Deed of Gift](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted into new template.	Policy Unit	Sep 2013
1.01	Hyperlinks updated.	Policy Unit	Oct 2013
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1.04	Review date pushed out.	Policy Unit	Sep 2014
2.00	Scheduled Review, minor changes, re-formatting of the "Objectives" section and lists	Approval Authority	November 2016

This document remains in force until it is updated.

[Appendix A](#)
Art Collection Deed of Gift

Donor No:
(office use only)

Acc No:
(office use only)

DONOR DETAILS:

Name: _____

Address: _____

Phone No: _____ **E-Mail:** _____

Estate of: _____

Contact: _____

Deliverer: _____

DESCRIPTION OF MATERIAL:

No of Items:	No of Boxes:
_____	_____

PROVENANCE / ADDITIONAL INFORMATION:

The Donor has read and understood the conditions overleaf:

Signature of Donor:

_____ **Date** _____

Signature of Staff Member:

_____ **Date** _____

DONATIONS AND ACQUISITIONS CONDITIONS

THE DONOR AGREES TO:

1. Declare that they are the legal owner for the items being offered for donation.
2. Gift legal ownership of the items being offered for donation to the University of Canterbury.
3. Allow personal information collected as part of the donation process to be used by the University for the purposes of display, publicity, education or research.
4. Allow the University to approach them for further information in relation to this donation in the future.
5. Advise the University of any change of address so that the University may acknowledge this donation, or inform the donor of a change in the status of the items donated.
6. I/we understand that this material is to be assessed for its suitability for inclusion in the University's collections. If deemed unsuitable, the material is to be retrieved by the donor at an agreed time, unless prior arrangements have been made.
7. Allow the publication of the cataloguing information for this donation on the University's art database and website.

THE LIBRARY AGREES TO:

1. Retain all donated items in perpetuity, and to collect artworks in accordance with this document, or other relevant University compliance document.
2. Accept only items that are able to be cared for, stored and displayed in a professional manner.
3. Give preference to items that are donated unconditionally.
4. Assess all items for acceptance in to the collections according to this document, and to advise donors as to the outcome of this process.
5. Return all unaccepted items to the donor, unless prior disposal arrangements have been made.
6. Document, care for, study, exhibit, loan and make available for research donated items in accordance with University compliance documents.
7. Allow donors access to information collected in relation to the items they have donated.
8. Enable donors to have access to items they have donated by appointment during normal opening hours.

COPYRIGHT

Where the donor is the Copyright Owner for the donated item/s, the donor hereby grants the University of Canterbury the rights to:

1. Present the work/s at public exhibitions organised by the University, or to authorise others to present the works at public exhibitions.
2. To photograph and reproduce the work/s for any purpose related to the University such as exhibition, promotion, advertisement, registration or other purpose.
3. To photograph and reproduce the item/s for internal records and catalogues, research by staff, security, insurance, conservation or other internal purposes.
4. To photograph and reproduce the work/s in digital format for placing on the University's repositories and sites (website, intranet, databases, online catalogues, etc.)
5. Unless otherwise agreed, the following acknowledgement will accompany the displayed images of the material.

Reproduced with the permission of [the copyright owner's name]

All other uses, other than those permitted under the [Copyright Act 1994 \(New Zealand Legislation website\)](#), shall be referred to the Copyright Owner.