

Wagga Wagga City Council

WAGGA WAGGA ART GALLERY COLLECTION MANAGEMENT POLICY

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RESPONSIBLE DIRECTOR:		Director Environment and Community Services	
RESPONSIBLE MANAGER		Manager Community Services	

PART 1: INTRODUCTION

Wagga Wagga Art Gallery was first established in 1975 and is a cultural facility of Wagga Wagga City Council. Its programs are also supported by Arts NSW, the Australia Council for the Arts and other funding bodies. The Gallery's mission is to promote a rich and vibrant culture, by providing a visual arts environment that inspires and informs local and global communities.

Wagga Wagga Art Gallery facilitates and promotes a thriving regional arts community through inspired programming, providing opportunities for a diverse range of creative expression, and maintaining cultural heritage in the Gallery's collections. The Collection Management Policy will guide the development, maintenance and care of Wagga Wagga Art Gallery's permanent collections (including the National Art Glass Collection and the Margaret Carnegie Print Collection).

1.1 Policy Objectives

This policy determines the parameters and guidelines for the acquisition, care and deaccession of all artworks within the permanent collections of Wagga Wagga Art Gallery.

1.2 Scope of Policy

This policy is to be applied to all artworks acquired by and accessioned into the Wagga Wagga Art Gallery permanent collections.

1.3 Definitions

Accession	This term refers to the mechanism by which an artwork is formally registered into a Gallery collection.
Acquire	This term refers to obtaining artwork through gifts, donations, purchase and subscription.
Artworks	This term refers to all works of a creative and visual arts nature produced by artists and/or craft workers.
Deaccessioning	Deaccessioning is the administrative process whereby an item is removed from the permanent collections of Wagga Wagga Art Gallery. It is distinct from disposal which is the physical act of disposing an item.
General Collection	This term refers to all artworks within the permanent collections of Wagga Wagga Art Gallery other than those included in either the National Art Glass Collection or the Margaret Carnegie Print Collection. Established in 1975, this collection consists of major works from prominent Australian artists in any medium and significant works by artists associated with the Riverina region.
National Art Glass Collection	This term refers to all works in the medium of glass within the permanent collections of Wagga Wagga Art Gallery, which were produced by Australian glass artists or glass artists working in Australia. Established in 1979, the collection surveys the studio glass movement in Australia from the 1970's to the present. As the most comprehensive public collection of Australian studio glass, it reflects diversity in style, subject and technique in contemporary practice. It is a continuous record of the glass community's achievements and evolution. The significance of the collection was acknowledged in 1992 when it was officially designated the National Art Glass Collection.
Margaret Carnegie Print Collection	This term refers to all works in the medium of printmaking within the permanent collections of Wagga Wagga Art Gallery, which were produced by Australian print artists or print artists working in Australia. In 1980, Margaret Carnegie AO OAM generously donated to the Wagga Wagga Art Gallery a collection of 120 contemporary Australian prints. Since 1980 the Wagga Wagga Art Gallery has shaped and developed the Margaret Carnegie Print Collection to provide a rich and representative overview of the development of contemporary printmaking in Australia from the 1960's to the present.

1.4 Legislative Context

NSW Local Government Act 1993

1.5 Related Documents

- WWCC Exhibitions Policy
- WWCC Community Strategic Plan (2011-2021)
- WWCC Delivery Program
- WWCC Operational Plan
- Museums Australia Inc. Code of Ethics for Art, History and Science Museums (1999)
- National Standards for Australian Museums and Galleries (2008)

1.6 Responsibilities

It is the responsibility of all Wagga Wagga Art Gallery staff members to abide by the provisions of this policy.

1.7 Reporting Requirements

Service and program levels will be reported through annual reporting processes in alignment with WWCC Delivery Program and WWCC Operational Plan.

1.8 Approval Arrangements

Approval arrangements for the management of artworks in the permanent collections of Wagga Wagga Art Gallery will be undertaken through WWCC organisational structural approval processes.

1.9 Review Procedures

This policy will be reviewed every two years by the Gallery Manager in consultation with the Manager of Community Services.

PART 2: CONTENT

2.1 Policy Statement

2.1.1 Professional ethics

The Wagga Wagga Gallery recognises and supports the *Museums Australia Code of Ethics* (1999). These guidelines (available from the Museums Australia website www.museumsaustralia.org.au) inform professional museum and gallery practices and cover the following areas of activity:

- acquisitions to gallery collections
- display of collections
- disposal of collections
- professional conduct

2.2 Acquisition

2.2.1 General principles

Wagga Wagga Art Gallery will continue to acquire artworks of the highest professional standard, and of national and regional significance, with a particular focus on collecting the work of Australian artists with a proven record of practice and development of their art form and who are represented in public collections, or who have received recognition through awards or prizes.

The Wagga Wagga Art Gallery will acquire artworks that fill gaps and build upon strengths within the existing collections, including the development of a well-balanced representation of the work of individual artists, to create a comprehensive collection of modern and contemporary Australian artworks.

2.2.2 Selection criteria

The Gallery Manager is responsible for the acquisition of artworks for inclusion in the Wagga Wagga Art Gallery's permanent collections, in consultation with the Manager, Community Services.

One or more of the following criteria are required for the selection of artworks for the Wagga Wagga Art Gallery's permanent collections:

- the artist is of significance within Australian art;
- the artist is of significance within the medium of their practice;
- the work is considered an outstanding work of the artist;
- the work is considered representative of the artist's practice;
- the work is considered an outstanding work within the medium;
- the work is considered representative of the medium;
- the work is relevant to the development of the Gallery collection area;
- the work is in good or excellent condition;

- the Gallery's conservation and storage facilities are adequate for the care of the work;
- there is funding available for the purchase of the work (if the work is to be acquired by purchase);
- the terms of donation or gift are acceptable (if the work is to be acquired by donation or gift);
- the work does not duplication or replicate works already held in the collections; and
- the display of the work poses no public liability issues.

All of the following criteria must be fulfilled for the selection of artworks will be selected for the Wagga Wagga Art Gallery's permanent collections:

- the vendor or donor must have legal title to the artwork;
- the work must be legally unencumbered; and
- the work is culturally appropriate for collection and display (if the work is by an Indigenous artist).

2.2.3 Methods of acquisition

The Wagga Wagga Art Gallery may acquire artworks for its collections by the following means:

- donation from individuals, groups or incorporated bodies;
- gift through the Australian Tax Office's Cultural Gifts Program;
- purchase through the Gallery's budget, fund raising, grants or sponsorship;
- bequests;
- transfer from other agencies;
- commission; and
- temporary and long term loan.

2.3 Management and Care

2.3.1 Accessioning process

Immediately upon the physical receipt of artwork acquired by the Gallery, the work will be accessioned into the Gallery's collection database by a trained staff member or registered volunteer.

The database entry upon accessioning must include the following details:

- accession number consisting of the year of acquisition (in full) followed by a three-digit number in chronological order of acquisition within that year (e.g. 2012.001)
- artist working name
- title and date of the work
- medium and materials
- dimensions
- condition
- inscriptions

- edition number (if the work is an editioned print)
- acquisition information (provenance, vendor or donor name, means of acquisition, date of acquisition)
- price or donation value
- location within the collection storage area
- photograph of the work sufficient for identification

The following details should be added to the database entry as soon as possible:

- high quality photograph of the work suitable for reproduction
- biographical and contact details of the artist
- description of the work
- copyright details
- exhibition history
- external references
- relevant information for the installation and display of the work
- artist's statement if available

2.3.2 Storage and access

Artworks within the Gallery's collection must be stored in such a way as to ensure their preservation and conservation to the highest standards. All artworks not on display or on loan must be stored within the Gallery's collection storage area.

Artworks must be stored in the following ways at all times when not on display or being documented or cared for:

- glass and other three-dimensional works must be stored on shelves that have been lined with archival quality materials
- unframed prints and works on paper must be stored in solander boxes and lined with archival quality materials
- framed prints and other two-dimensional works must be stored on vertical racks
- textile works and other works made from sensitive organic materials must be wrapped in archival quality materials and stored on lined shelves or in solander boxes

Access to the collection storage area is generally restricted to Gallery curatorial staff or trained and supervised registered volunteers, solely for the purposes of documenting, researching, or caring for the collections. Other Council staff, or members of the public, may be allowed access when accompanied by Gallery curatorial staff for suitable purposes only. Small groups from educational institutions may be allowed access for educational purposes only when accompanied by Gallery curatorial staff.

2.3.2 Conservation and care

Artworks within the Gallery's collections shall be maintained to the highest possible standard of conservation. Minor conservation work required to maintain the condition of the artworks may be carried out by trained Gallery curatorial staff; however all substantive conservation work required to maintain artworks shall be carried out by trained conservation professionals.

2.3.2 Display

While on display, all artworks must be accompanied by a clearly legible label indicating the following details:

- working name of the artist
- title and date of the work
- medium and materials
- accession number
- credit line indicating the source of acquisition

Further details and educational information may be included in labels where such information will add to the viewer's appreciation of the work in itself and within the context of the exhibition.

2.3.3 External loans

Upon request from external collecting institutions for the short term loan of artworks from the Gallery collections, the Gallery Manager may approve such loans upon the following terms:

- a contract outlining the terms of the loan to be signed by both parties
- the term of the loan to be clearly defined
- costs of freight and insurance to be covered by the borrowing institution
- conditions of freight and display to be approved by the Gallery
- modification, repair or adaptation of the work by the borrowing institution shall not be permitted without prior approval by the Gallery

Long term loans to external institutions may only be approved by the Gallery Manager in consultation with the Manager, Community Services.

Loans of any duration to private individuals or external institutions other than collecting institutions (e.g. art galleries, museums, libraries or archives) shall not be considered or approved.

2.3.4 Internal loans

Upon request, the Gallery Manager may approve the loan of artworks from the Gallery collections to other divisions within Wagga Wagga City Council upon the following terms:

- conditions of display to be approved by the Gallery
- the Gallery reserves the right to remove or replace the work with notice to the borrower
- the Gallery reserves the right to conduct regular inspections of the condition of the work

2.4 Deaccession and Disposal

2.4.1 General principles

The Gallery Manager, Wagga Wagga Art Gallery may as required from time to time recommend the deaccession of works of art from the permanent collections in order to improve the collections by:

- removing artworks determined to be unfit or inappropriate for the collections;
- reducing storage and conservation costs;
- rationalising, consolidating and focusing the collections; and
- generating income for further collection development.

As per standard museum and gallery practice outlined in the *Museums Australia Code of Ethics* the physical disposal of a work of art is only recommended under extreme circumstances.

Staff of Wagga Wagga City Council, members of the Wagga Wagga Arts Advisory Board, Friends of the Gallery, Gallery volunteers, Councillors of Wagga Wagga City Council, or the families of these persons, are prohibited from acquiring any deaccessioned artwork.

Funds obtained from the sale of deaccessioned works of art will be applied exclusively to the purchase of other works, preferably for the same or related collection area.

The deaccession of all works of art from the permanent collections is to be formally ratified by Wagga Wagga City Council.

2.4.2 Deaccessioning criteria

Artworks that are recommended for deaccessioning must be assessed against one or more of the following criteria:

- lack of relevance to the collection;
- theft or loss;
- damage or serious deterioration in condition;
- inferior quality;
- erroneous inclusion in the collection;
- repatriation of cultural property; or
- recall by its owner of an item on loan to the Gallery.

2.4.3 Deaccessioning process

Any proposal to deaccession a work of art will be initiated by the Manager, Art Gallery. A formal written recommendation including a description of the work of art, the history (as far as is known) of its acquisition and subsequent care by the Gallery, the reasons for its deaccessioning, and the proposed method of disposal will be submitted to the Manager, Community Services for approval.

Consideration will be given to any special conditions pertaining to its acquisition into the collection area. Only works of art to which the Gallery have clear legal title will be considered for deaccessioning.

2.4.4 Disposal of deaccessioned artwork

Once the deaccessioning of a work of art has been approved by the Manager, Community Services and formally ratified by Council, it will be disposed of by one of the following processes:

- offered to the artist, or family representative if deceased;
- sale through a reputable established dealer;
- sale by public auction;
- sale or exchange to another public gallery, museum or collection;
- upgraded by exchange for a comparable work by the artist;
- returned to the donor;
- donation to another institution; or
- destruction.

Destruction of a work of art will be considered only if the work is dangerous, diseased or has deteriorated beyond repair. Wherever possible the artist will be informed beforehand of the Gallery's intention to destroy the work.

An official record of the deaccessioning and disposal of artworks from the permanent collection must be kept in Wagga Wagga Art Gallery collection management systems.