

## ART COLLECTIONS

**University Policy No:** BP3310  
**Classification:** External Relations  
**Approving Authority:** Board of Governors and Senate  
**Effective Date:** \_\_\_\_\_, 2014  
**Supersedes:** New  
**Last Editorial Change:**  
**Mandated Review:** Annually

### Associated Procedures:

Procedures for Art Collections  
Terms of Reference for Art Collections Committee

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### PURPOSE

- 1.00 This policy establishes the provisions for the successful development, refinement, access, and care of the Permanent Collection of the University of Victoria Legacy Art Galleries (hereinafter "Legacy").

### DEFINITIONS

For the purposes of this policy:

- 2.00 **University** refers specifically to the University of Victoria.
- 3.00 **Artwork** refers to a physical object considered to be an artistic creation.
- 4.00 **Permanent Collection** encompasses the University's art collections, which are entrusted to Legacy, having entered its care through the formal process of Acquisition as detailed *Procedures for Art Collections*.
- 5.00 **Acquisition** refers to an Artwork that has entered the Permanent Collection.
- 6.00 **Deaccessioning** refers to the permanent removal of one or more Artworks from the Permanent Collection.
- 7.00 **Commissioning** refers to the act of hiring and paying for the creation of an Artwork.
- 8.00 **Repatriation** refers to the legal return of Artwork to original or former owners including individuals, institutions, or communities.

## **SCOPE**

- 9.00 This policy and its associated procedures apply to the Artwork entrusted to Legacy in its Permanent Collection. This policy does not apply to the varied collections of art and artifacts that may exist at the University and its divisions outside of the jurisdiction of Legacy.

## **POLICY**

- 10.00 The Permanent Collection exists to support the University's academic use in research and teaching and community outreach mission. It is intended to be accessible to audiences today while being preserved as a cultural trust for the benefit of future generations.
- 11.00 The future development of the Permanent Collection shall be founded upon principles of quality and artistic merit, building upon existing strengths and relating to the University's academic use in research and teaching.
- 12.00 Legacy will support local, provincial, national and international access to the Permanent Collection through research and study, exhibition, publication, Internet access, and loans of Artwork on campus and to other public museums based on resource availability and according to *Procedures for Art Collections*.
- 13.00 In all collection activities Legacy will meet the highest professional standards in compliance with international museological principles and ethics, following provincial, national and international laws, agreements and treaties.
- 14.00 The Legacy director and employees are responsible for the care of the Permanent Collection. Only Legacy employees shall handle Artwork or authorize its handling.

### Art Collections Committee

- 15.00 There will exist a standing committee called the Art Collections Committee (hereinafter called the "Committee"), which will make decisions with respect to Acquisition and Deaccessioning of Artwork for the Permanent Collection. The composition, roles, and activities of the Committee are detailed in the *Terms of Reference for Art Collections Committee (Appendix A)*, which are approved by the Vice President External Relations.

### Acquisition and Deaccessioning

- 16.00 Legacy develops the Permanent Collection through Acquisition, including donations (gifts and bequests), exchange, purchase and Commissioning, and through Deaccessioning, including Repatriation when appropriate.
- 16.01 Acquisitions to and Deaccessioning from the Permanent Collection will be done in accordance with this policy, the *Procedures for Art Collections* and the *Fundraising and Gift Acceptance Policy*.

- 17.00 All Acquisition and Deaccessioning activity by Legacy is undertaken in an arm's-length relationship with the parties involved.
- 18.00 All donations of Artwork to Legacy are irrevocable upon formal transfer of title to the University determined by the date of countersigning on the deed of gift.
- 19.00 Deaccessioning is undertaken at Legacy to refine and improve the quality and appropriateness of the Permanent Collection.
- 19.01 Deaccessioning shall be approached with caution on a case-by-case basis, following a rigorous process for Deaccessioning and disposal, and will not be governed by current fashion or individual taste of Legacy staff members.
- 20.00 At no time shall a University employee, member of the Board of Governors, or anyone connected with the University in any formal way, including membership on a committee or under contract, be permitted to acquire a Deaccessioned Artwork directly from the University.
- 21.00 Deaccessioning shall not serve as a means for generating operating funds.

#### Loans

- 22.00 Decisions for loans of Artwork either from the Legacy Permanent Collection or to the Legacy from other collections or institutions are made in accordance with the standards outlined in *Procedures for Art Collections* and in consultation with the Advisory Committee (described in section 11.00 of the Museum Policy – BP3305).
- 22.01 A select number of Artworks from Legacy's Permanent Collection will be available for temporary loan on campus to enhance working and learning environments. These will also serve as statements expressing UVic's values on a continual basis.
- 22.02 No Artwork certified as Cultural Property shall go out on loan to campus buildings that are not designated as Category A facilities.
- 22.03 No loans of Artwork will be made to private individuals.

#### Records

- 23.00 Legacy will maintain a comprehensive system of records associated with each Artwork in its care in perpetuity according to *Procedures for Art Collections*.

#### Reproduction and copyright

- 24.00 Legacy complies with all Canadian copyright legislation pertaining to the reproduction of artists' Artwork in the Permanent Collection and on loan.

## **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice-President External Relations
- iii) Procedural Authority: Vice-President External Relations
- iv) Procedural Officer: Director, Legacy

## **RELEVANT LEGISLATION**

[Income Tax Act](#)

## **RELEVANT POLICIES AND DOCUMENTS**

[University of Victoria Strategic Plan](#)

[Fundraising and Gift Acceptance Policy \(ER4105\)](#)

[Records Management Policy \(IM7700\)](#)

[Protection of Privacy Policy \(GV0235\)](#)

[Canadian Museum Association Ethical Guidelines](#)

[ICOM Code of Professional Ethics](#)

[Cultural Property Export and Import Act, 1985](#)

[Convention for the Protection of Cultural Property in the Event of Armed Conflict \(Hague Convention, 1954\)](#)

[UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970](#)

[Copyright Act \(R.S.C., 1985, c. C-42\)](#)