

AQUISITION AND MANAGMENT OF ART POLICY			
Effective Date	November 30, 2021	Policy Type	Administrative
Responsibility	Provost and Vice President Academic and Research	Cross-Reference	Fundraising Policy
Approver	Executive Council	Appendices	Appendix 1: Acquisition Guidelines
Review Schedule	5 Years		

1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) will develop, maintain, display, and make known, throughout the institution, a collection of works of art with special by not exclusive reference to NWP.

2. Background

- 2.1. NWP maintains a growing collection of art.

3. Policy Objective

- 3.1. To provide direction for the ongoing development and enrichment of the Collection and to establish principles and procedures governing this collection development activity.

4. Scope

- 4.1. This policy applies to any artwork acquired and managed through this policy.

5. Definitions

- 5.1. **“Acquisition/Accession”** refers to the addition of an object to the collection. Acquisition may include transfer of an object to the Institution’s permanent collection:
 - 5.1.1. by purchase or donation, whereby the ownership of the object is transferred to the Institution;
 - 5.1.2. when unsolicited works of art are approved through the normal acquisition process;
 - or
 - 5.1.3. by rental or loan for a set period of time, whereby the ownership of the object remains with the donor.
- 5.2. **“Artifact”** A product of artistic endeavor
- 5.3. **“Collection(s)”** The sum of the acquired items owned by NWP. Related objects may be designated as a collection. A unit may have one or more collections within its jurisdiction.
- 5.4. **“Removal”** An object that has been permanently removed from the collection; or the process of formally removing an object from the permanent collection.

6. Guiding Principles

- 6.1. Artwork will be purchased on the basis of originality and significance and to promote student, faculty, and alumni artwork at NWP.
- 6.2. Artwork will be purchased that serves the Institution’s objective of providing useful instructional and teaching collection that will be considered for accession.
- 6.3. The collection will be known and accessible through displays in the Gallery Wall, loans of works of art, special exhibitions, and publications

7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none"> • Approve and formally support this policy. • Rule on requested exceptions to this policy.
Vice-President, Academic and Research	<ul style="list-style-type: none"> • Review and formally support this policy. • Implement procedures
Visual Arts Committee	<ul style="list-style-type: none"> • Adhere to this policy and associated procedures.

8. Exceptions to the Policy

- 8.1. Any exceptions to this policy will be approved by Executive Council as a whole and sponsored by a member of Executive (President and CEO, Vice Presidents, Executive Director Human Resources).

9. Inquiries

- 9.1. Inquiries can be directed to the Office of the Vice President, Academic and Research.

10. Amendments (Revision History)

- 10.1. Approved April 22, 1985
- 10.2. Revised and Approved by Academic Council: May 8, 2014
- 10.3. Revised and Approved by Executive Council: November 30, 2021.

Appendix 1 – Acquisition Procedure Guidelines

This document is a guide for the Acquisition of Art for NWP.

1.0 Acquisition

- 1.1 The following items shall be considered for Acquisition by the Institution:
 - a) Artwork – two dimensional
 - b) Artwork – three dimensional
- 1.2 Review Criteria:

The review criteria for specific items shall be as follows:

 - 1.2.1 Artwork – two dimensional
 - a) Preference and priority shall be given to original works of art.
 - b) Artwork such as paintings, drawings, prints, collage, stained glass, fiber art, and photographs, shall be considered for acquisition.
 - 1.2.2 Artwork – three dimensional
 - a) Preference and priority shall be given to original works of art.
 - b) Artwork such as sculptures, ceramics, fiber art, mobiles, pottery, relief and glass shall be considered for acquisition.
- 1.3 Permanent and Temporary Work:
 - 1.3.1 Permanent works of art shall include:
 - a) Fixed works of art (e.g. permanently installed sculpture) shall include works which because of their size, weight, or site-specific nature cannot or should not be easily moved. Also included are works of art which are an integral part of the structure.
 - b) Portable works of art (e.g. a small painting or drawing or 3-D works) shall include works which may be located in a variety of settings.
 - 1.3.2 Temporary works of art shall include:
 - a) Works of art that are exhibited on a temporary basis or for a specific occasion, time frame or event.
- 1.4 Temporary Display and Exhibitions:
 - 1.4.1 Temporary displays and exhibitions are coordinated by the Fine Arts Department. Requests for the arrangement of an exhibition or display must be made in writing to the Fine Arts Department.
 - 1.4.2 The guidelines of this acquisition policy, where applicable, shall apply to display and exhibitions (e.g. subject matter, conflicts of interest, general criteria).

2.0 Criteria for Acquisitions

- 2.1 The following guidelines must be observed when considering the acquisition of works of art:
 - 2.1.1 All items must be of high quality, in terms of design and execution, as is appropriate to the particular medium or object.
 - 2.1.2 All items must be portable and shall not require permanent affixture to the building.
 - 2.1.3 An appropriate location, either temporary or permanent, must be available for the display or placement of an item.

- 2.1.4 Items for either interior or exterior display or placement shall be considered.
- 2.1.5 All items shall be easily maintained and cleaned; special cleaning instructions where appropriate, must be attached.
- 2.1.6 The physical condition of the work of art shall be ascertained and any requirements for immediate or future conservation shall be noted. Special storage, display and loan requirements are also considerations before acquisition.
- 2.1.7 It is important to ascertain the interest that the donor has in the work of art as absolute ownership must pass to the Institution.
- 2.1.8 The Institution shall investigate the status of copyright on all works of art. The Institution should acquire reproduction copyright whenever possible, though not being able to acquire it would not prohibit the acquisition. On all contemporary work (since June 8, 1988) acquired by the Institution, exhibition copyright should be acquired through purchase or waiver. The Institution shall carefully monitor changes in copyright law. (Copyright exists for the lifetime of the artist plus 50 years.)
- 2.1.9 Donations may not normally be accepted where a condition of donation requires permanent exhibition of a work of art.
- 2.1.10 The Visual Arts Committee will review requests that a work of art be placed in a specific location.
- 2.1.11 Artwork that serves the Institution's objective of providing a useful instructional and teaching collection will be considered for accession.
- 2.1.12 Artwork that reflects past students' growth and development as artists.

3.0 Terms of Acquisition

- 3.1 Items which clearly fall within the acquisition guidelines may be accepted by the Visual Arts Committee.
- 3.2 An item may not be accepted if there are any questions as to legal title; if it may have been removed illegally from its country of origin; if the ownership by the Institution would be objectionable to the people whose culture it represents; if it is of such a nature that it cannot be properly maintained by the Visual Arts Committee.
- 3.3 Final acceptance or rejection of an item rests with the Vice President Academic and Research, subject to the review and recommendation of the Visual Arts Committee, and compliance with the acquisition guidelines, and subject to purchase and requisition procedures.
- 3.4 Purchases:
 - 3.4.1 The purchase program includes an annual budget of the total funds available and committee's recommendations for the allocation of these funds.
 - 3.4.2 The source of funds shall include donated funds, monies allocated by the Institution and any grants that may come available.
- 3.5 Donations:
 - 3.5.1 As a general policy, all donations constitute a complete transfer without restrictions from the previous owner to the Institution. This is evidenced by the donor's signing of a standard waiver form.
 - 3.5.2 Refer to Fundraising Policy. Where the donor requires any restriction, the following apply:
 - a) The President and CEO has the right to refuse a gift

because of a donor's conditions: acceptance of such a gift must be approved by the President and CEO. If accepted, the restrictions become part of the Institution's record and commitments attached to the donated item.

- b) All gifts shall be acknowledged publicly as deemed appropriate by donation recognition policy.

3.5.3 All donations shall be valued and appraised at a fair and current market value. The Visual Arts Committee is free to call on any outside expertise that they deem necessary to arrive at a proper valuation.

4.0 Removal of Artwork

- 4.1 The greatest care must be taken in the disposal of works of art. Clear definition of what is to be collected and careful monitoring thereafter will reduce the possibility of removal activity.
- 4.2 Removal of a work of art shall not be based on current fashion or taste. Attention shall be paid to the acquisition guidelines requirement of maintaining a collection, which forms a continuum of the Institution's art focus.
- 4.3 A work of art can be removed under any of the following conditions:
 - a) It does not meet the criteria of the policy.
 - b) It is a duplicate which is not considered useful and can be sold.
 - c) It is in irreparable condition.
 - d) It exceeds instructional and/or display objectives.
- 4.4 Any recommendation for the deaccession of a work of art requires approval by the President and CEO.
- 4.5 Items of significant monetary value, which have been approved for deaccessioning, may be disposed of by NWP in such a way as to obtain a return which approaches current market value.
- 4.6 Methods of disposal will adhere to all Institution conflict of interest policies.
- 4.7 Recommended methods of disposal include:
 - a) Out-right sale, offering items by auction or any other means to ensure maximum value for the item.
 - b) Donating an item to a non-profit institution, organization, or business, etc.
 - c) Sale through established, reputable dealers.
 - d) Exchange for upgrading purpose with a living artist or established dealer.
 - e) Destruction.
- 4.8 Regarding questions as to legitimate title and/or the discovery that a work is stolen, legal counsel as to the disposition of the object should be sought.
- 4.9 Terms of disposal and sale
 - 4.9.1 Procedures for disposal or sale of any item must be initiated by the Visual Arts Committee. Any such proposal must be approved by the President and CEO.
 - 4.9.2 Conditions on a donation will remain as restrictions on its disposal and the Visual Arts Committee must be governed by its previous commitment.
 - 4.9.3 Memorial gifts will only be disposed of after every reasonable effort has been made to obtain the written approval of the donor's family.
 - 4.9.4 Works of art that have been lost or stolen will be considered disposed of by the Institution.

- 4.9.5 Works of art that have been badly damaged, vandalized or deteriorated, making them of little or no use to the Institution, will be considered for disposal by the Institution.
- 4.9.6 Works of art that are not relevant to the definition and purposes of the collection will be considered for deaccession.
- 4.9.7 Works of art that are no longer relevant to the definition and purposes of the parent collection or any other NWP collection will be considered for removal.
- 4.9.8 It must be ascertained that there are no legal or time restrictions against disposal of the work and that disposal will not contravene cultural property legislation. Where there are not legal restrictions, efforts will be made to consult with the donor(s) or his/her heir(s) or representative(s) to determine if they are interested in taking possession of the donated work.
- 4.9.9 All terms of sale and sales negotiations shall be the responsibility of NWP.
- 4.9.10 Control of all funds realized from the disposal of art would be under the control of the Vice-President Academic and Research. Any monies realized from the disposal of art should flow back to the Visual Arts Committee. Expenditures from this fund would require a recommendation from the Visual Arts Committee and the approval of the Vice-President Academic and Research.
- 4.9.11 Artwork that has been removed and has been sold for a significant amount shall be listed in the report of the Institution as required.
- 4.9.12 No work shall be given to any individual or organization/institution without approval of the Visual Arts Committee and the President and CEO.

5.0 Other Transactions

5.1 Loans of Artifacts:

- 5.1.1 Requests for loans of specific artwork, made from within or outside of the college, must be made in writing and must be directed and approved through the Visual Arts Committee.
- 5.1.2 Loans of artifacts, within or outside of the college, shall be authorized only when all risks of damage by any means are confirmed to be minimal.
- 5.1.3 No loans shall be made to private individuals unless for the specific purpose of research or authentication by a specialist, and on a short-term basis only.
- 5.1.4 Works of art loaned to or from the Art Gallery are the responsibility of the Visual Arts Coordinator. Such loans will be made and arranged following professional standards and using loan agreements signed by the Visual Arts Coordinator as either the lender or borrower. The loan agreements will include that all aspects of care and facilities meet professional standards and that there is a clear agreement about insurance coverage.
- 5.15 Loans of works of art will only be made to public institutions that can ensure that professional standards of care will be met. No loans of works

of art will be made to private individuals.

- 5.16 The Visual Arts Coordinator will ensure that all works selected for loan are in sound condition, fully documented, and capable of the required transport.
- 5.2 Conservation:
 - 5.2.1 The development of guidelines and procedures concerning the preservation and upkeep of the collection is the responsibility of the Visual Arts Committee.
 - 5.2.2 The Visual Arts Committee may approve the removal or relocation of any item, which, due to its location, is subject to damage.
 - 5.2.3 Any major damage, loss or theft shall be reported to the Visual Arts Committee.
- 5.3 Insurance:
 - 5.3.1 All reports and recommendations regarding insurance of the collection shall be communicated to the Visual Arts Committee by the Institution administration.
 - 5.3.2 The value of the collection shall be reviewed regularly by the Visual Arts Committee and reported to the Vice President Academic and Research.
- 5.4 Exhibition and Documentation:
 - 5.4.1 The collection shall exist for the benefit and enjoyment of the staff, public and students alike and should be as accessible as possible.
 - 5.4.2 It is the responsibility of the Visual Arts Coordinator to arrange for the ongoing display of pieces from the collection.
 - 5.4.3 The Visual Arts Coordinator shall maintain the right to decide where and in what manner and for what period of time an item shall be displayed.
 - 5.4.4 Requests for location or relocation of artwork shall be approved by the Visual Arts Coordinator excluding the installation and relocation of any permanent works of art which require a recommendation of the Committee and approval by the President.
 - 5.4.5 The Visual Arts Committee shall ensure that each item is properly documented, catalogued and photographed, and that current records are maintained including the location plans.
 - 5.4.6 NWP may be a resource for researchers and other post-secondary institutions. Requests for review of the collection shall be made in writing to the Visual Arts Committee and shall be subject to its approval and supervision.
- 6.0 Conflict of Interest
 - 6.1 A Visual Arts Committee member whose own work or that of any of his/her immediate family is being considered for purchase must excuse him/herself from the selection process.
 - 6.2 Failure to disclose a conflict of interest by a Visual Arts Committee member may cause the immediate dismissal of that member from the Committee
 - 6.3 No purchases shall be made in the name of the Institution on behalf of an individual for his/her personal ownership.

NOTE: These guidelines do not include the commissioned artwork (i.e. the permanent sculptures).