

 <p>BRANDON UNIVERSITY Founded 1859</p>	<p align="center">Art Acquisition and Management Policy</p>	<p><i>Approved by Board of Governors</i></p> <p><i>Administered by President and Vice-Chancellor and the Vice-President (Academic & Research)</i></p>
<p align="center">Board of Governors Policy</p>	<p><i>First Approved:</i> <i>June 20, 1996</i></p>	<p><i>Updated:</i></p>

Purpose:

The purpose of a fine art collection at Brandon University is to collect and make accessible works of art for teaching and research purposes, to increase the enjoyment and enrichment of both the University community and the general public, and to preserve significant artifacts that contribute to an understanding of the founding and development of the University.

Objectives:

The objectives of the fine arts collection programme of Brandon University are:

- (a) to document and preserve original works of art for present and future generations;
- (b) to acquire and preserve examples of significant works of art;
- (c) to document the history of the University (e.g., portraits);
- (d) to display items from the permanent collection on a rotating basis and by means of temporary exhibitions
- (e) to cultivate art appreciation and knowledge.

Standards:

Brandon University will strive to uphold high standards for the display, storage, maintenance and/or conservation, transportation and handling of the collection. Of primary concern will be environmental control; physical protection from fire, flood, vandalism, theft; clean, safe and orderly storage; and staff training and/or use of trained individuals in the community to ensure in the care and handling of the collection and compliance with Canadian Copyright Laws as they apply to visual artists and their works created after 1988.

Roles and Responsibilities:

Overall responsibility for the fine art collection is delegated by the President to the Vice-President (Academic and Research) who, in turn, and on the approval of the President, may designate an individual to manage routine matters associated with the collection. The Vice-President (Academic and Research) will be assisted by an Art Advisory Committee consisting of the Executive Director of Development and External Relations, and one or two faculty/staff chosen for their expertise and interest in the visual arts.

Acquisitions:

- 6.1 The Vice-President (Academic and Research) (or designate), in conjunction with the Executive Director of Development and External Relations, will direct negotiations concerning all works of art under consideration for donation/bequest, or purchase. Outside professionals may be consulted as necessary.
- 6.2 Preference, in no particular order of priority, will be given to works of arts of
 - (a) historical significance to the University and/or region
 - (b) relevance to the primary foci of Brandon University, in particular, works of aboriginal, northern and rural artists
 - (c) relevance to the mandate and curriculum of the University
 - (d) established Manitoba and Canadian contemporary and 20th century artists
 - (e) promising contemporary Canadian artists, especially those associated with Brandon University and the Westman and Northern areas of Manitoba
 - (f) established international artists.
- 6.3 The University will not normally collect duplicates of any works already in the collection.
- 6.4 Works presented for acquisition will be in good condition (relevant to age of work). If a work is extremely desirable but requires extensive restorative measures, special thought and consideration will be given to its acquisition. Professional advice may be sought as to whether or not such restoration would affect the aesthetics and authenticity of the work and to determine an estimate for the restoration.
- 6.5 A completed sale/donation offer and interim receipt form will be issued by the Brandon University Foundation for all works of art left in the temporary custody of the University which are under consideration for purchase and/or donation.
- 6.6 An appraisal by a professional and independent appraiser, in accordance with Revenue Canada regulations, must accompany all donations under consideration. The donor will normally assume all costs associated with the gift (e.g. appraisal, framing, transportation).
- 6.7 In accordance with the provisions of the Income Tax Act, the University will issue a receipt for the fair market value of the donation/bequest.
- 6.8 The vendor/donor will be required to sign an acceptance of offer to sell/donate which will constitute legal transfer of ownership to the University.

- 6.9 The University will not normally accept loans of items other than those of temporary exhibitions which will be approved by the Vice-President (Academic and Research) or designate.

Deaccession:

- 7.1 While Brandon University will normally acquire objects (excepting loans) with a view to permanency in the collection, it may be necessary from time to time to deaccess some pieces. Bearing in mind the public interest, the University may deaccess works as a means of improving the quality of the collection and strengthening the programs, activities and facilities of the university. Donors must be made aware of deaccessing possibilities prior to donation.
- 7.2 The University may also be required to deaccess pieces in order to maintain the significance of the collection. For instance, selective disposals may be required from time to time when objects have lost their physical integrity, authenticity and usefulness for public and research purposes.
- 7.3 The following principles of disposition will be followed:
- (a) If the materials are of significant artistic merit, reasonable effort will be made to transfer the pieces to another collection or educational institution either for fair market value or in exchange for objects or materials of comparable value.
 - (b) If (a) is not feasible, the item may be sold, put at auction or exchanged for other materials in payment in whole or in part, whichever will give the greatest return. Members of the Board of Governors, the Brandon University Foundation, the Art Advisory Committee and the administrator in charge of the collection may not purchase a deaccessioned piece.
 - (c) If the object is determined to be of no value, either to the University or other educational institutions or in the market, the President, on the recommendation of the Vice-President (Academic and Research), may order it to be destroyed. A professional with expertise in arts curation may be consulted to ensure the item is destroyed safely and ethically.

Loans:

- 8.1 Within Brandon University:

To ensure maximum exposure and enjoyment of the collection, items will be displayed on a rotating basis. Temporary placement will be recommended by the Art Advisory Committee and determined by the Vice-President (Academic and Research) taking into consideration the physical safety of the object from theft or environmental damage as

well as the proposed manner and purpose of the display to ensure that the integrity of the piece is not compromised. The Vice-President (Academic and Research) or designate will maintain a record of the location of each item. No piece may be removed from its assigned location or moved temporarily without the authorization of the Vice-President (Academic and Research) or designate.

8.2 To Other Institutions:

Loans to other institution for purpose of display, research and/or education will be considered by the Art Advisory Committee with particular attention to the insurance and cost implications and approved by the Vice-President (Academic and Research). Long-term loans will be discouraged.

8.3 Loans from Other Institutions:

Loans from other institutions or members of the public may enhance the University's temporary exhibitions and increase visitors to campus. Such invitations will be reviewed by the Art Advisory Committee with particular attention to the insurance and cost implications and recommended to the Vice-President (Academic and Research) for his/her approval.

Exhibitions:

Public exhibitions organized by or supported by the University will have temporary priority over the placement of art works in public areas, private offices or other areas of University buildings.

Inventory:

The University will maintain a thorough and current inventory of all items contained in the collection. This documentation will include:

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| 1. object name | 9. description of medium |
| 2. accession number | 10. description of secondary support/mat/
frame |
| 3. artist/maker | 11. condition report |
| 4. title | 12. circumstances surrounding item's
acquisition (where, when, whom) |
| 5. date of accession | 13. original owner |
| 6. country of origin | 14. profile of artist (if possible) |
| 7. technique | 15. current location |
| 8. dimensions (height, width,
image height, image width) | 16. other pertinent facts |
| | 17. deaccession date |

Collection Management:

The Art Advisory Committee will assist the Vice-President (Academic and Research) in developing guidelines for the management of the collection. Final recommendations on collection management are made by the Vice-President (Academic and Research).

Review of Policy:

This policy will be reviewed on a regular basis by the Art Advisory Committee. Recommendations for revisions will be made by the Vice-President (Academic and Research) to the President.