

ART COLLECTION

Summary:

The purpose of this policy is to provide clear direction on the management of the Tenterfield Shire Council's Art Collection.

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Department	Office of Chief Executive
Policy Custodian	Manager Library Services
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Manager Library Services

1. Overview

This policy aims to define the general conditions relating to the acquisition and deaccessioning of artworks, artefacts and print and non-print resources in the Tenterfield Shire Council's Art Collection by Tenterfield Public Library. The items in this collection fall outside the criteria which govern the Sir Henry Parkes' Memorial School of Arts Collection.

2. Policy Principles

Tenterfield Shire Council's Art Collection contains items that are of interest to the local community and visitors. These items are displayed on a temporary or permanent basis when and where it is deemed appropriate or possible by Council.

3. Policy Objectives

The objectives of this policy are:

- To define the conditions relating to the acquisition and deaccessioning of artworks, artefacts and print and non-print resources in the Tenterfield Shire Council's Art Collection.
- To act as a management tool for staff.

4. Policy Statement

General Policy

Council recognises that public interest can be stimulated by special temporary or permanent exhibitions which do not necessarily relate to Federation or Sir Henry Parkes, e.g., Library or Theatrical exhibitions. The exhibits will be collected and stored under conditions determined by Council and implemented by the Manager Library Services and Manager Economic Development & Community. An audit of the Collection will be carried out every two years.

Acquisition of Exhibits

1. Donations and Loans

As storage space is strictly limited, temporary loans will generally be preferred to donations. A panel consisting of the Chief Corporate Officer, Manager Library Services, Manager Economic Development & Community and Cultural Officer will review potential donations for inclusion. A loan agreement will be prepared for all items loaned for temporary exhibition. Outright donations accepted for the Collection will be recorded in a Deed of Gift.

2 Purchase

The Panel shall make determinations upon the proposed purchase of items on the basis of their desirability as exhibition resources. Acquisitions may be funded by external sponsorship, if available, or from relevant Council allocations.

Catalogue

All items entering the Collection, whether on a permanent or temporary basis, will be catalogued in accordance with the standards of the Library Collections database.

Deaccession

The Panel shall determine if items are to be deaccessioned on the basis of at least one of the following:

- The object lacks physical integrity.
- Council is unable to provide adequate care and conservation for the object.
- The object is no longer deemed useful for exhibition purposes.

Disposal

Deaccessioned objects will be sold if possible, or, donated to interested organisations.

5. Scope

This policy is concerned with the acquisition, display and deaccessioning of items contained in the Tenterfield Shire Council's Art Collection. It is separate from the criteria which govern the Sir Henry Parkes' Memorial School of Arts Collection.

6. Accountability, Roles & Responsibility

Elected Council

Not applicable.

Chief Executive, Executive and Management Teams

Not applicable.

Management Oversight Group

- A panel consisting of the Chief Corporate Officer, Manager Library Services, Manager Economic Development & Community Engagement and Cultural Officer.

Individual Managers

- Manager Library Services
- Manager Economic Development & Community Engagement.

7. Definitions

Acquisition: An asset or object bought or obtained, typically by a library or museum.

Deaccession: The process by which a work of art or other object is permanently removed from a collection.

8. Related Documents, Standards & Guidelines

Library Services Policy

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/11/03	Council	Adoption of Original Policy (Res No. 657/03)
V2.0	18/11/04	Council	Review/Amended (Res No. 590/04)
V3.0	24/04/13	Council	Review/Amended (Res No. 115/13)
V4.0	18/05/16	Council	Review/Amended (Res No. 120/16)
V5.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V6.0	26/08/20	Council	Review/Amended (Res No. 169/20)
V7.0	21/12/22	Council	Re adoption of Policy (Res No. 248/22)