

POLICY NAME	ART COLLECTION POLICY 2026	
Date Adopted	26 August 2026	
Resolution Number	172/26	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Librarian	
Review Date	2029 (3 years from resolution date)	
Relevant Legislation	N/A	
Related Documents	Library Services Policy	

POLICY OBJECTIVES

This policy aims to define the general conditions relating to the acquisition and deaccession 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.

The objectives of this policy are:

- To define the conditions relating to the acquisition and deaccession 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.

POLICY SCOPE

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.

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.

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 Librarian and Records Coordinator. 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 Director of Corporate Services, Librarian and Records Coordinator 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.

ACCOUNTABILITY, ROLES & RESPONSIBILITY

Management Oversight Group

- A panel consisting of the Director of Corporate Services, Librarian and Records Coordinator.

POLICY DEFINITIONS

Definition	Meaning
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.

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	28/11/03	657/03	Council	Adoption of Original Policy
V2.0	18/11/04	590/04	Council	Review/Amended
V3.0	24/04/13	115/13	Council	Review/Amended
V4.0	18/05/16	120/16	Council	Review/Amended
V5.0	23/08/17	168/17	Council	Review/Amended
V6.0	26/08/20	169/20	Council	Review/Amended
V7.0	21/12/22	248/22	Council	Review/Amended
V8.0	26/08/26	172/26	DCS	Minor amendments