



ACQUISITION POLICY

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Drafted by	Sarah Stanley	Effective date	3 March 2014
Responsible person	Board Chairperson	Scheduled review date	March 2015

Objectives

Acquisition means the acceptance of artwork, through gift or purchase, by the Collie Gallery Group Inc. on behalf of the Shire of Collie for its permanent collection. This policy sets out the processes that the gallery will adopt and the considerations that the gallery will take into account when acquiring artworks for its permanent collection.

The policy aims to ensure the gallery negotiates and manages all acquisitions on terms that:

- Are ethical, honourable, responsible and transparent.
- Fit within the gallery's vision and scope.
- Are selected on the basis of significance of the artist and/or the quality of artwork.
- Maintain the gallery's standing and reputation for collecting excellence in the perception of the community.
- Avoid any act or omission that attracts legal liability, involves the gallery in civil or criminal proceedings or otherwise compromises the gallery's position and reputation for integrity in public administration.

Acceptance Criteria

Consideration of the following criteria will be given prior to acceptance of into the gallery's collection:

1. The object must relate to and fulfil the gallery's vision and scope of the acquisition policy.
2. The object must have a potential use for exhibition in displays, education or preservation of local heritage and culture.
3. Legal title (including copyright where possible) must be transferred from the donor or vendor when an artwork is donated, bequeathed or sold to the gallery. In the event copyright cannot be transferred at the time of donation or purchase, copyright may remain with the donor/vendor/artist or a limited licence to copyright may be provided to the gallery.
4. Acquisitions must be legally obtained, exported and/or imported.
5. Works by Indigenous artists must be culturally appropriate and not considered sacred or secret.
6. Sufficient and appropriate space, storage, staff and facilities must be available to care for the work.
7. If the work is not in reasonable condition, sufficient resources must be available to stabilise, restore or otherwise bring the object to a reasonable condition.
8. The cost of the upkeep of the acquisition must not be greater than the benefits of acquiring it.
9. Documentation, including paperwork, photographs, published references or oral history, must be adequate for establishing its significance to the collection as well as its provenance.
10. The purchase price of the work must be in line with current market values, including any costs associated with its acquisition.
11. The object must be unencumbered by restrictions. Artworks must not be accepted with conditions that require permanent display or to be kept or displayed together with a collection.

12. The object must be free of any issues involved with the handling, moving or occupying the same space as the object that contravene occupational health and safety regulations and policies.

The gallery retains at its absolute discretion the ability to approve or decline applications, alter terms and conditions and/or timelines as it sees fit.

Documentation

Didactic and biographical material must be researched and documented for artworks for which the Collie Gallery Group Inc. has curatorial responsibility to increase the value and relevance to audiences, within available resources.

Safety and security

Suitable trained and experienced staff must be provided to manage the conservation, handling, storage and cataloguing of artworks.

An appropriate environment with adequate security controls must be maintained at all times to ensure the safety and wellbeing of the artworks.

Exhibiting artists and/or touring bodies must be made aware of insurance measures in place for each exhibition.

Deaccession and disposal

An artworks may be considered for deaccession or disposal in the following circumstances:

- It was not lawfully obtained, may legitimately be claimed by an individual or their heirs, trustees or representatives or by an organisation or institution representing a claimant community or nation.
- The work is in poor physical condition, through accidental damage, deterioration or infestation and which are beyond restoration to a level suitable for public display, scholarly use or other museum purpose.
- The work has been determined to be a forgery, or was falsely or wrongly attributed.
- Duplicates of a print or multiple whose retention serves no purpose for public display, scholarly use or other appropriate museum purpose.
- Works which fall below the general level of aesthetic quality or historical significance in the gallery's representation of an artist, period or style.
- Works that do not fit the parameters of the acquisition acceptance criteria.

An artwork must not be considered for deaccession or disposal if it is subject to a trust or other legal impediment, which forbids deaccessioning or it was acquired less than ten years prior to the proposed deaccession.

Proceeds from any sale of a deaccessioned work must be reserved and applied only to acquisitions.