



# Art Collection Policy

**Category:** Operations

**Approval:** PVP

**Responsibility:** Executive Advisor, President's Office

**Date Approved:** February 18, 2021

## Preamble:

Trent University has been acquiring works of art since 1963. Currently, there are over 700 works by international, national and local artists in a variety of media in the Trent University Art Collection (TUAC). Contemporary Canadian Aboriginal art and historic Canadian art are particularly well represented in the collection. The collection is hung throughout the university in public spaces and some offices. As such the collection constitutes a significant asset to university. The Trent Art Collection Presidential Advisory Committee (TACPAC) is responsible for the development, care, protection and promotion of the TUAC.

## Policy Statement:

The Trent Art Collection Presidential Advisory Committee (TACPAC) will advise on matters relating to the Trent University Art Collection (TUAC). TACPAC will be responsible for **the acceptance and management of artworks at Trent University**, and will take into account the physical care and placement of artworks, as well as the associated legal and financial considerations. The University President (or his/her designate) will be responsible for the deposition of funds for the TUAC including endowed monies that have been designated for support of the TUAC. TACPAC members will be appointed by the University President and the Chair of TACPAC.

Only works of art on or comprised of movable surfaces (including paintings and drawings on movable surfaces – see section 1.1 Murals for clarification; sculptures, prints, photographs, textiles, and other media accepted by TACPAC and thus potentially covered by university insurance) will form TUAC. Works of art are generally donated to Trent as donors see the institution as filling a stewardship role as a custodian and protector of the academic and cultural legacy of its community. This fiduciary responsibility is one that the institution takes seriously. If a tax receipt is issued for a donated work, it will be issued by the University and will be done in accordance with the rules and regulations set out by Revenue Canada. The acceptance of any donated work, or the purchase of any work, will be done in accordance with Canadian copyright laws.

## 1. Accepting New Works of Art

TACPAC considers a number of requirements essential for accepting artwork into the TUAC. The

requirements reflect criteria for maintaining a manageable, relevant, and accessible art collection. The meeting of any one requirement does not guarantee a work will be accepted into the collection.

### 1.1 Who Can Accept or Purchase Art

No art will be accepted as part of TUAC or at the university except as pursuant to this policy.

TACPAC recognizes the desire and ability of bodies within Trent University to collect, purchase, produce and receive works of art. However, only works of art that are officially recognized by TACPAC can be protected and insured by the university. A number of steps need to take place if a work is to become Trent's property: deed of gift, copyright, appraisal, notification to Risk Management for insurance purposes, sometimes tax receipt, etc. as well as the legal and fiscal responsibility to maintain and ensure the safety of the work.

All art accepted at the university as property of the university, including works such as sculpture in public places, must be approved by TACPAC. In the case of sculpture, additional approval must be sought through PVP. Once this notice is received, TACPAC will work with the appropriate College and Facilities staff to ensure sufficient consultation regarding acquisition of the sculpture. Only after such consultation takes place may this work be installed.

Murals. No artwork is to be painted directly on walls or on external structures at the university. The university reserves the right to overpaint existing wall murals should needs change in the area in which the work is installed.

A deed of gift or proof of purchase must be signed by the Chair of TACPAC in order for a work to be included in the TUAC and receive the care and protection that this status carries. TACPAC maintains the right to refuse gifts or bequests.

### 1.2 Criteria for Accepting Art

#### a. Significance

Works being considered for acceptance as part of TUAC must meet at least one of the following three criteria:

- 1) a work must contribute to the academic mission of Trent University (as reflected in the university's vision and mission statements), or reflect its history, development, environment, or cultural life, or
- 2) a work must be of significance to the city or region of Peterborough, Ontario, or
- 3) a work must be of significance to Canada.

### *b. Quality*

TACPAC will consider carefully the acceptance of any work in terms of its quality. Work accepted into the collection based on the above criteria should be of high quality. In exceptional circumstances, a work may be considered for acceptance based solely on its quality.

### 1.3 Donor/Vendor Conditions

TACPAC will only make works a part of TUAC if they are donated or purchased without condition. Loans, permanent or otherwise, will not be accepted. In rare circumstances in the case of work accepted under the Public Sculpture Initiative, sculpture may be accepted by the University and placed on site while waiting long-term Heritage Canada review for OSNI (Outstanding Significance and National Importance) for the completion of donor agreements. These works will be described as being on loan in donor agreements, pending approval of OSNI certification by the Federal government.

### 1.4 Provenance and Authenticity

The provenance of a work should be supplied by the donor or vendor in as much detail as possible. An image (photograph, slide, digital image) that is readily transferable to the database is also desirable. TACPAC does not accept any work it believes may have a questionable or unethical history of ownership. In dealing with such issues, Trent will abide by UNESCO's cultural property guidelines as ratified by Canada on June 20, 1978.

### 1.5 Conservation

When accepting a work, consideration must be given to the University's ability to properly care for and safely exhibit the work. A work requiring conservation or treatment will not be accepted unless funds are secured at the time of accession for this specific purpose.

### 1.6 Security

It is the goal of TACPAC to handle, display, and store art accepted into the University collection using the following methods to the best of our ability:

- a) Displayed with security hardware
- b) Displayed and stored in areas with security available 24/7
- c) Additional security measure of CCTV in selected areas where artwork, or the general location, may be captured on video
- d) Key control and card access into buildings
- e) Climate controlled HVAC system in most buildings
- f) Proper lighting
- g) Fire protection

The safety of the artwork takes precedence over the location when it is not feasible to provide a safe environment within our University facility. We ensure access to the work is balanced against the inherent risk of deterioration, damage, and theft.

## 1.7 Completion of Acceptance Procedure

### a) **Appraisals and Tax Receipts**

The donor or vendor should provide a professional appraisal of the proposed donation. Tax receipts will be issued in accordance with the Advancement Office of Trent University and the Income Tax Act of Canada in receipt of satisfactory appraisal(s).

### b) **Deed of Gift & Copyright Owner Forms**

A work will be officially considered part of the TUAC when proof of purchase has been provided or a deed of gift form has been signed by the Chair of TACPAC and the donor. The ability of Trent University to obtain reproduction and/or exhibition right licenses may be a factor in determining whether TACPAC will accept a donation.

### c) **Accessioning**

All works accepted will be accessioned and information regarding new accessions will be added to the TUAC database and the TUAC web site.

### d) **Availability**

TACPAC will provide for both intellectual and physical access to the collection by making the collection as easily accessible to the public as is consistent with the safety of individual works and for which there are resources available.

## 2. Deaccessioning Art

TACPAC will consider carefully any decision to deaccession a work from the collection in coherence with 1.2 above.

### 2.1 Who can Deaccession

When TACPAC recommends a work be deaccessioned, the President can reserve the right to make final judgement on that decision.

### 2.2 Considerations

#### a) **Timeline**

Normally a work must have been part of the TUAC for a minimum of ten years before it may be considered for deaccessioning.

Funds received through deaccessioning of an artwork or through insurance settlements resulting from theft will be allocated by the President (or TACPAC designate) normally towards the care, maintenance and development of the existing art collection.

**b) Care and Protection of Works in TUAC**

Except in the case of emergencies no work of art shall be moved to another office or room without prior consultation with the Chair of TACPAC or the Secretary to TACPAC who will have authority over these matters. Work in TUAC should be hung with security screws.

**Trent Art Collection Presidential Advisory Committee (TACPAC)**

TACPAC will be responsible for:

- formulating and recommending, periodically reviewing, and interpreting policies concerning the art collection of Trent University
- managing and monitoring the records and condition of works in the collection
- determining which pieces will be accepted into the collection and which will be recommended for de-accessioning
- consulting with the Advancement office and appropriate internal groups and individuals with respect to the above
- carrying out the above activities within the budget available for TUAC
- reporting annually to the President on the committee's activities and the state of the University Art Collection

Composition:

- Trent's President (ex officio)
- The President will appoint a Chair of the Committee who has the experience and knowledge to oversee the university's art collection. The Chair will consult with and work in collaboration with any part-time administrative staff provided by Trent for TUAC.
- The Chair and the President will appoint additional members at their discretion. Membership will typically include Trent faculty, staff, and a Secretary to TACPAC with appropriate expertise and commitment to the collection, a representative of the Advancement Office and/or community/alumni members who have the necessary commitment to the goals of TUAC.
- Administrative support, carried out for the committee by the TACPAC secretary as part of their Archives Associate responsibility, will be provided on a part time basis by Trent University. Any individuals assigned to administrative roles will, under the guidance of TACPAC, be responsible for managing the tasks required to maintain the Art Collection and the records of the Art Collection in the TUAC office in the University

Archives, and for supervising any students who may be hired from time to time to assist with the duties assigned to TACPAC.

## Budget for the Art Collection

Currently the university supports TUAC in the following ways:

- With Part Time Admin Help from the library (for 1 day per week);
- With minimal support from discretionary funds available from the President's Office:
- With the annual interest earned on the following endowed funds:
  - Greer Fund for Canadian Art Market
  - Harris Fund for Canadian Art Market
  - Special Gifts for Canadian Art Market
  - Mackenzie Art Endowment
- Fine Arts Maintenance Fund (Made up of occasional funds available from various sources (from the sale of reproductions, etc.).)
- Fundraising. It is hoped that further funding to support the collection can be raised through fundraising endeavours to build endowments dedicated to TUAC. The current plan is to grow the Mackenzie Art Endowment to provide expanded support for the development and maintenance of TUAC.

**Contact Officer:**

Executive Advisor, President's Office

**Date for Next Review:**

September 2025

**Related Policies, Procedures & Guidelines:**

N/A

**Policies Superseded by This Policy:**

a) \*Policy 23 September 2021