

# Art Collection Policy

**Category:** Operations

**Approval:** PVP

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

**Date approved:** September 28, 2015

## **Preamble:**

Trent University has been acquiring works of art since 1963. Currently, there are over 600 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. The updated policy below more accurately reflects how the work of TACPAC actually unfolds and opens up TACPAC membership to community and alumni participation.

## **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, as per the attached terms of reference (section B of this document).

Only works of art (including paintings, drawings, 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 piece will be accepted into the collection.

#### **1.1 Who Can Accept or Purchase Art**

No art will be accepted as part of TUAC except as pursuant to this policy.

TACPAC recognizes the desire and ability of bodies within Trent University to collect, purchase, and receive works of art. 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.

## 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 **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. The President may also delegate the authority for such decisions to TACPAC.

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 expertise and knowledge to properly oversee the university's art collection. The Chair will consult with and oversee the work of any part-time administrative staff provided by Trent for TUAC.
- The Chair and the President will appoint up to four additional members, normally for a three-year term. Membership will typically include Trent faculty with appropriate expertise and commitment to the collection and/or community/alumni members who have the necessary commitment to the goals of TUAC
- Administrative support for the committee will be provided, as budget allows, 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: \$2,000.00;
- With the annual interest earned on the following endowed funds:
  - Greer Fund for Canadian Art Market Value at April 30, 2015 - \$11,839 (Annual Interest - \$413.00);
  - Harris Fund for Canadian Art Market Value at April 30, 2015 - \$2794.00 (Annual Interest - \$97.00);
  - Special Gifts for Canadian Art Market Value at April 30, 2015 - \$3,353.00 (Annual Interest- \$117.00);
    - Mackenzie Art Endowment Market Value at April 30, 2015 - \$41,775.00\* (Annual Interest - \$1,456.00).

The current expendable funds available in these are: (Greer) \$2,370.00, (Harris) \$809.00, (Special Gifts) \$1,314.00, and (Mackenzie) \$6,574.00.

\*Total endowed contributions include: September 2015 contribution of \$5,000 from the President's Office; market value predates this contribution.

- Fine Arts Maintenance Fund\*\* (with a current balance of \$2,693.00);  
\*\*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 2020

### **Related Policies, Procedures & Guidelines**

- a) N/A

**Policies Superseded by This Policy:**

- a) N/A