

## **B1006 – ART COLLECTION**

### **PERMANENT COLLECTION PROCEDURES**

#### **Purchase**

1. Upon the availability of financial resources, the Langara College Art Review Panel (LCARP) will identify works of art for purchase. A list of acceptable artwork will be submitted to the Vice-President, Finance and Administration from time to time for consideration of approval.
2. The Vice-President, Finance and Administration or designate will arrange for acquisition of artwork.

#### **Accession**

3. The Office of the Vice-President, Finance and Administration or designate is responsible for recording all acquisitions and maintaining records of the Permanent Collection.

Each accession record will include:

- Accession number;
- Name and address of source of acquisition;
- Nature of acquisition, i.e. donation, bequest;
- Artist, title, medium, dimensions;
- Condition and description;
- Photograph;
- Appraisal report, value, confirmation of insurance (if applicable);
- Name and contact information for the artist or artist's estate
- Artist biography / statement / CV;
- Any limiting conditions agreed to at the time of accession and the reasons for these conditions;
- Current location (on display or in storage);
- Insurance; and
- Where appropriate, the College will insure the artwork according to the most recent appraisal.

#### **Display**

4. The College will aim to display the Permanent Collection throughout the campus to facilitate exposure to the art by members of the College community and the public. Artwork will be rotated on a regular basis, so as much of the collection as possible is displayed over time. Artwork on display will be protected from damage, deterioration or theft using reasonable resources.
5. The Facilities department will have overall responsibility for installing and uninstalling the artwork upon the direction of the Office of the Vice-President, Finance and Administration and in consultation with the artist and/or internal or external art professionals as warranted.

#### **Storage and Condition Reporting**

6. The College will ensure that the collection is maintained according to accepted standards that promote the long-term preservation of the artwork.

7. Every effort will be made to physically protect artwork from fire, flood, other damage or theft while in storage, when on display, or when being handled or transported.
8. Items in the collection will be stored in clean, secure and un-crowded facilities to the highest degree of care permitted by available resources. They will be stored within accepted environmental norms of light intensity, temperature, relative humidity and volume of airborne contaminants for each class of material.
9. Periodic condition reporting of artwork in the collection will be undertaken to determine their general repair and note any physical damage or other impairment. Reviewers will document their findings and, if applicable, act upon them as soon as possible.
10. Conservation activities will be undertaken by qualified conservators according to currently held professional standards.

### **Inventory**

11. The administrator responsible for Records Management will maintain an inventory of all artwork in the Permanent Collection, including its current location and a history of its movement within the College and outside the College over time.
12. Accession information will be supplemented as needed during periodic inventorying to ensure that all artwork is accurately, consistently and completely described.

### **Reappraisal**

13. The Office of the Vice-President, Finance and Administration will ensure that periodic reappraisals of artwork in the Permanent Collection are undertaken to determine current market value.

### **Loaning of Artwork**

14. The College will, wherever prudent, make artwork available for external exhibition purposes.

### **De-accession and Disposal**

15. The Office of the Vice-President, Finance and Administration will ensure that de-accessioned artwork is disposed of by transfer, exchange, sale, or deliberate destruction. The artist will be notified where practical.
16. The Office of the Vice-President, Finance and Administration will ensure that artwork de-accessioned because of damage or deterioration beyond repair or use, as assessed by conservators and recommended by the LCARP, will be destroyed before witnesses and permanently disposed of in a manner that prevents retrieval and restoration.
17. Before artwork is destroyed, the Office of the Vice-President, Finance and Administration will, if possible, notify the artist.
18. At the time of de-accession, the Office of the Vice-President, Finance and Administration will record the following information:
  - Date of de-accession;

- Name and address of new owner (if applicable);
- Sale price or exchange value (if applicable);
- Proposed method of de-accession (if applicable);
- Photograph of artwork.