

ARTWORK ACQUISITION AND ACCESSION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Public Artwork Management Policy
Approval Date:	January 12, 2017
Effective Date:	February 1, 2017
Procedure Owner:	Vice President, External Affairs and Corporate Counsel
Procedure Administrator:	Director, Brand & Market Development

Overview:

NorQuest College (college) is committed to acquiring artwork that improves the campus community through learning opportunities and physical space enhancement.

This procedure establishes standards, processes, and requirements that will permit the college to acquire artwork for the NorQuest College Artwork Collection (the collection).

This procedure relates to all artwork acquired for the collection for display and exhibition in public areas at any of the college's campuses.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Conditions for Accession

The committee will consider accession when:

- Funds are allocated to purchase artwork for the collection as part of new building construction,
- A donation or gift is offered to the college,
- There is budget availability as part of normal operations or due to special circumstances, and
- An area of the college identifies a need or desire, in writing, to the committee.

Commissions

When an area of the college identifies a need or desire to acquire artwork through a commission process:

1. The area will contact the committee in writing with the request, which should include:
 - a. Proposed method and parameters of commissioning (for example, a competition),
 - b. Budget and budget source request or identification,
 - c. Artwork management, display, and deaccession considerations and
 - d. Alignment with applicable policy and procedure
2. The committee will work with the area to define the scope and type of commission.
3. The area is responsible for working with applicable college departments in developing the call for proposals, defining

the parameters and terms of the call, issuing the call, and managing the commission process.

4. The committee will work with the area to review submissions, participate in selection, and recommend for approval.

Guidelines for Artwork Selection

Artwork must align with the Public Artwork Management Policy. Emphasis and preference will be given to:

- Original artwork
- Artwork by emerging and established artists, with an emphasis on local and regional artists and/or artists who have an important connection to the college
- Artwork that can be displayed and exhibited

Approval to Acquire

All artwork proposed for acquisition for the collection must be recommended in writing for approval by the committee.

When recommending of artwork to be acquired for approval or rejection, the committee will consider the following before acquisition:

1. Alignment with the Public Artwork Management Policy.
2. The physical condition, appropriate space availability, capacity of the college to transfer, display, conserve, insure, and store artwork, safety, conditions of acquisition, appraisal, budget considerations, relevance, and provenance.
3. High quality in terms of artistic merit, design, execution, and cultural merit.
4. Artwork should reflect and respect the mission, vision, values, and brand of the college.
5. Terms of the donation, loan, or lease, if applicable.

The committee may recommend to accept or refuse acquisition of any artwork. Final acceptance or rejection of an artwork will be made by the President & CEO following the review and recommendation of the committee.

The President & CEO may accept artwork on the college's behalf if the acceptance is time-sensitive in nature (such as artwork received as a gift while on college business), which will then be assessed to ensure accession is completed in alignment with policy and procedure.

Acquisition

Artwork acquisition will be accomplished through:

1. **Purchase** - the documented transfer of title (legal ownership and responsibility) of any artwork to the college, whether through purchase, commission, or any other similar method, in accordance with the college's Procurement Policy and related procedures.

Purchases will be accomplished using annual budget allocation, project-specific budget allocation for artwork acquisition, or

budget allocation received from donation, grants, or other similar means.

No purchases will be approved by the college on behalf of an individual for personal ownership.

2. **Donation** - the documented transfer of title (legal ownership and responsibility) of any artwork to the college through donation, transfer, exchange or any other similar method, in accordance with the college's Donation Policy and related procedures.

The college will not normally accept artwork donations which require the college to hold work in perpetuity. All agreements must include terms stipulating the length of time the college must hold and maintain the artwork and deaccessioning requirements.

3. **Loan** – the rental, lease, or loan for a set period of time where the ownership of the artwork remains with the original owner.

Accession and registration

Once the artwork acquisition is approved, the committee will notify the appropriate college divisions and departments to ensure the artwork is added to the collections registry and arrangements made for the receipt of the artwork. On receipt of the artwork, it will be tracked and insured as per capital asset management policy as applicable, recognized as required by a donation or gift agreement, prepared for display, and the collections record updated.

Non-compliance with this procedure may create risk for the college and will be addressed accordingly. Artwork procured outside of this procedure will not be considered part of the collection.

Definitions:

Accession: the process of acquiring any artwork by the college at one time from a single source as an addition to the collection.

Acquisition: the documented transfer of title (legal ownership and responsibility) of any artwork to the college, whether through donation, purchase, commission, transfer, exchange, loan, or any other method and by rental, lease, or loan for a set period of time where the ownership of the artwork remains with the original owner.

Artwork: an object created, manufactured, or produced by human art, craft, or workmanship, including but not limited to paintings, drawings, prints, photographs, sculpture, architecture, installations, digital, and electronic works.

Collections registry: the collections registry will catalog all artwork in the collection in detail, as defined by the committee.

Deaccession: the process of formally removing artwork from the collection. The deaccession process includes the formal review and approvals process that lead to the removal of artwork from the collection.

Donation: A voluntary transfer of property without valuable consideration to the donor. In order for a gift to qualify for a charitable tax receipt the following three conditions must be satisfied:

- some property, usually cash, is transferred by the donor to the college,
- the transfer is voluntary, and
- the transfer is made without expectation of return. In alignment with Canada Revenue Agency (CRA) guidelines: it may be permissible for donors to receive recognition for their gift, including donor wall listing, signage and plaques, or naming opportunities for buildings, displays, education programs, etc. Donations can be in many forms including: cash, gift in kind, planned gift, and endowment.

Exhibitions: the display of artwork in the collection on college campuses.

Loan: the rental, lease, or loan for a set period of time where the ownership of the artwork remains with the original owner.

NorQuest College Artwork Collection (“the collection”): Artwork that has been acquired by the college or artwork that is on display at the college and owned by another party. This does not include artwork acquired by the Students’ Association of NorQuest College or artwork from individual employees’ or students’ personal collections.

Public Artwork Management Committee: a standing committee reporting to the President & CEO that reviews all acquisitions, exhibitions, and decisions relating to the collection in accordance with the Public Artwork Management Policy.

Related Information:

Artwork Management and Exhibition Procedure (new)

[Donation Policy](#)

- [Donation Acceptance Procedure](#)

[Facility Operations Policy](#)

Related Documentation:
Next Review Date:
Revision History:

- [Space Allocation & Utilization Procedure](#)
 - [Managing Displays on Common Area Wall Space Procedure](#)
- [Procurement Policy](#)
- [Contract Management Procedure](#)
 - [Goods and Services Procurement Procedure](#)
- [Tangible Capital Asset Management Policy](#)
- [Asset Inventory Management Procedure](#)
 - [Capitalization & Amortization Procedure](#)
- [Signing Authority Policy](#)
- [Code of Conduct Policy](#)

Public Art Management Committee Terms of Reference (to be developed)

January 2021

New