

ARTWORK MANAGEMENT AND EXHIBITION 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 displaying and exhibiting artwork that improves the campus community through learning opportunities and physical space enhancement.

This procedure establishes standards, processes, and requirements that will ensure artwork in the NorQuest College Artwork Collection (the collection) is appropriately managed, displayed, maintained, and insured 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:

The Public Artwork Management Committee (the committee) will arrange for ongoing display of artwork in the collection and maintain the responsibility to decide where, when, and how artwork will be displayed or stored.

Exhibition and display

The committee will determine the location for all artwork in the collection, in accordance with applicable policy and procedures and as appropriate to the artwork display requirements (for example, mounting hardware, material, space requirements, etc.). The committee will consult, as appropriate, with:

- Project teams
- Advancement (if artwork is received as a gift or donation)
- Academic areas
- Facilities Management
- Industry experts
- Key stakeholders

Priority will be given to the locations that maximize the exposure of the artwork in the college community and ensure that adequate security, insurance, maintenance, and monitoring can be enacted and sustained.

If artwork is planned for a new campus building, consultation should begin with the committee at the planning stages to ensure accession, acquisition, exhibition, maintenance, and financial concerns and requirements can be considered.

Installation will be coordinated through Facilities Management to ensure the artwork is correctly displayed. Upon installation, the location will be recorded in the collections record. Exhibited and displayed artwork may not be moved once placed on display without the approval of the committee, and all moves will be managed by Facilities Management.

The committee and/or its designates will be responsible for monitoring artwork displayed on each campus, and will report any changes to the location, environmental conditions, or artwork itself to the committee and/or Security, if required.

All members of the college community, including employees, students, and visitors, will benefit from the collection; as such, if anyone notices changes to artwork, they should immediately report it to Facilities Management and/or Security.

This procedure does not extend to artwork outside of the collection, including artwork personally owned by employees, tenants, and students.

Conservation and Maintenance

The committee will develop a collections maintenance procedure to

- assist with annual budgeting,
- ensure the collection is properly maintained and conserved to preserve its value,
- determine the process to be followed should artwork become damaged or degraded in any way,
- set forth a process for engaging experienced conservators in any treatment or maintenance of the collection, and
- include provision for regular appraisals by appropriate authorities to ensure adequate insurance coverage.

Collection Management

The committee will maintain a collections registry, which will include the contents, description, location, and value of all artwork in the collection. Each artwork will be documented, photographed, and recorded. The college will ensure that the collection is properly insured and tagged as per applicable policy and procedure. In cases where artwork has been loaned to the college, the terms and length of the loan will also be recorded.

The college will not loan artwork in the collection, except as approved by the President & CEO. Should a loan be approved, the committee will ensure clear written terms of the loan are completed prior to the loan, including:

- appropriate shipping and handling terms
- insurance, exhibition, and maintenance/preservation terms are in place to assure artwork is not damaged or its value negatively impacted
- dates of the loan
- roles and responsibilities related to the loan.

Definitions:

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.

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 Acquisition and Accession Procedure

Collections Maintenance Procedure (to be developed)

[Donation Policy](#)

- [Donation Acceptance Procedure](#)

[Facility Operations Policy](#)

- [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](#)

Related Documentation:

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

Next Review Date:

January 2021

Revision History:

New