

Art Management 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	Facilities Operations Policy
Approval date	June 12, 2024
Effective date	July 1, 2024
Procedure owner	Vice President, Administration & Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

NorQuest College (college) is committed to acquiring, managing, and exhibiting artwork that transforms the campus community by creating belonging, connection and inspiration, while enhancing the physical spaces.

This procedure provides a framework for the acquisition, management, exhibition and deaccession of NorQuest College’s Art Collection (“the Collection”), as well as artwork owned by another party. The procedure applies to the public-facing Collection, and any other art projects and/or additions to the collection installed in prominent locations in the college at the direction of the college executive.

Authority to establish this policy 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.

Procedure

NorQuest believes in inclusiveness and the equitable access to education by all who seek it, and will apply these principles to the acquisition, care and maintenance of the college public-facing art collection, with a goal of providing a culturally balanced collection which reflects the demographic composition of the diverse college community.

NorQuest College's Art Collection will:

- Celebrate the inclusive culture of the NorQuest College community;
- Reflect the diverse student body population of NorQuest College;
- Promote cultural awareness and appreciation;
- Prioritize public facing accessibility;
- Enhance the NorQuest experience by providing opportunities for students, staff, and visitors to learn and grow through interaction with the Art Collection; and
- Enhance the college's profile in the broader community.

This procedure does not override or restrict the activities related to fundraising campaigns, such as 1000 Women or other initiatives that may involve the acquisition or creation of art as a charitable fundraising activity.

Art Collection Committee

The college will establish an Art Collection Committee ("the Committee") to set priorities for the Collection, and to make recommendations regarding acquisition, deaccession and exhibition of artworks.

The Committee may include NorQuest staff, students, alumni, and experts chosen by the Committee. Terms of reference, detailing the demographic composition, roles, terms and procedures will be recommended by the Committee Chair and approved by the executive.

The Committee will provide recommendations to the Executive Team for final decision relating to Acquisition, Accession and Deaccession of artwork to and from the Collection as well as the location of pieces from the Collection.

Artwork Acquisition

Artwork acquisition will be considered by the Committee when:

- Funds are available to purchase or commission work as part of annual budget allocation, project-specific budget allocation including new building construction, or funds received from donation, grants or other means
- A donation, gift or loan is offered to the college.

Guidelines for Acquisition:

Priority will be given to:

- Original artwork by emerging, mid-career and established artists
- Artists who have an important connection to the college
- Artists that are representative of the student body population
- Artwork that can be displayed and exhibited in public spaces
- Additional priorities as set forth by the Committee

The Committee will consider the following before approving acquisition:

- Alignment with the mission, vision, values, and brand of the college
- The physical condition, appropriate space available, capacity of the college to transfer, display, conserve and insure artwork, safety, conditions of acquisition, appraisal, budget considerations, relevance, and provenance
- High quality artistic and cultural merit
- Terms of the donation, gift, loan, or lease, if applicable.
 - The college will not accept artwork donations which require the work to be held in perpetuity. All donation agreements must stipulate the length of time the college must hold and maintain the artwork and any deaccessioning requirements.
 - College designates 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.

Artwork Accession

Once an acquisition is approved, the Committee will notify Campus Services 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. Artwork procured outside of this procedure will not be considered part of the collection.

Artwork Deaccession

Conditions for Deaccession:

Circumstances where deaccessioning may be necessary and appropriate include:

- The artwork has deteriorated or been damaged to the point that it cannot be exhibited
- The artwork does not meet the objectives of the collection
- The college can no longer care adequately for the artwork
- The artwork is no longer considered to be authentic
- The college's ownership of the artwork has been successfully challenged by law

Guidelines for Deaccession:

The Art Collection Committee will identify and review artwork that meets the conditions above. Deaccession requests may also be submitted to the committee for consideration.

If deaccessioning is not approved, the decision will be recorded in the collection registry.

If deaccessioning is approved, the Committee will:

- Notify Campus Services to remove the artwork from exhibition
- Notify Business and Financial Services who will be responsible to ensure all policy and procedures related to capital assets and financial disclosure are executed, and the disposal is executed in accordance with all college policies and procedures
- Notify Advancement if the artwork was donated to notify relevant donor(s) and/or living artists
- Ensure that the terms of the loan agreement are followed if the artwork is on loan to the college
- Update the collections registry

Artwork Disposal

If deaccessioning is approved, the college will proceed to dispose of the artwork in the recommended manner. Business and Financial Services will be consulted and experts/stakeholders engaged to determine the appropriate disposal method.

Appropriate disposal methods include:

- Transfer (by donation or gift) to an institution or individual
- Sale, at fair market value as determined by an expert or by auction, with proceeds to be put toward acquisition and/or maintenance of the collection
- Return to the living artist, unless the artist was the donor
- Return to the owner if it is a loaned artwork
- Intentional discard or destruction, as a last resort, if the artwork has been damaged beyond repair or no other disposal method can be achieved
- Other disposal methods as stipulated in a donation agreement

The college cannot return the artwork to the original donor if the artwork was received as a donation in compliance with Canada Revenue Agency regulations. The original donor may be allowed to purchase the artwork at current fair market value. Where donated artwork is deaccessioned and new artwork acquired with the funds realized from the sale, the new work will be designated as coming from the original donor “by way of exchange”.

An artwork that has been stolen will be deemed to be disposed of.

Artwork Management and Exhibition

Exhibition and Display

The Art Collection Committee recommends the location for all artwork in the collection. The committee will consult, as needed, with:

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

Installation must be coordinated through Campus Services to ensure the artwork is correctly installed. Artwork may not be moved without the approval of the Committee. All moves will be managed by Campus Services.

Only artwork that is part of the collection may be installed in public areas. Artwork personally owned by employees, tenants and students may be displayed in private offices or spaces.

Conservation and Maintenance

Campus Services is responsible to:

- Allocate an annual budget related to acquisition and maintenance of the Collection.
- Ensure the collection is properly maintained and conserved.
- Engaged experienced conservators in treatment or maintenance of the Collection, and
- Include provision for regular appraisals to ensure adequate insurance coverage.

Collections Registry

Campus Services will maintain a Collections Registry, which will include documentation related to the artwork, photograph of the artwork, artist information, description, location, and value of each artwork in the collection. The college will ensure that the collection is properly insured and tagged. The terms and length of any loans will be recorded.

Collection Loans

The loan of any artwork in the collection must be accompanied by a written loan agreement stating:

- Terms and conditions including date limits of the loan
- Location of the artwork while on loan
- Shipping and handling, insurance requirements and exhibition details.

The Committee will review the loan agreement and make a recommendation to the Executive Team for decision.

Definitions

Accession: the process of acquiring an artwork 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, 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.

Art Collection (“the Collection”): Consists of all the Artwork that the College owns or that is in the college’s care and control.

This does not include artwork acquired by the Students’ Association of NorQuest College, cultural objects acquired by NorQuest’s Indigenous Student Centre or artwork from individual employees’ or students’ personal collections.

Artwork: all forms of original art, including but not limited to paintings, drawings, prints, photographs, sculpture, installations, digital and electronic works, and artifacts. Artwork may also be part of the fabric of buildings, such as windows, or may be displayed outdoors. Artwork may be a single item or an integral unit made up of components.

Collections Registry: the collections registry will catalog all artwork in the collection in detail.

Deaccession: the process of formally removing artwork from the collection.

Disposition: following deaccession, the process of discarding or transferring ownership and possession of deaccessioned objects.

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:

- Property 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.

Exhibition: 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.

Public-Facing Art: means art that is viewable in publicly accessible spaces on campus and does not include artworks installed in private spaces that are not regularly accessible or viewable by members of the public.

Related information

NorQuest College

- [Anti-Racism Policy](#)
- [Facilities Operations Policy](#)
- [Managing Common Area Wall Space Procedure](#)

External

- N/A

Next review date

July 2025

Revision history

Date	Version Number	Action
June 2024	V1	New.