

Procedure Owner/Responsible Officer	Cultural Development Officer
Department	Planning, Environment & Communities
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## Contents

Procedure Statement/Objectives-----	1
Scope-----	1
References -----	1
Consultations -----	1
Definitions -----	1
Variation and Review -----	1
1.0 PROCEDURE - ART ACQUISITION -----	2
1.1 Criteria.....	2
1.2 Appraisal.....	2
2.0 Recommendation -----	3
3.0 Approval-----	3
4.0 Acquisition -----	3
5.0 PROCEDURE - ART DEACCESSIONING -----	4
5.1 Introduction.....	4
6.0 Methods of Disposal-----	4
7.0 Reason for Deaccession -----	4
8.0 Consideration of Deaccession -----	5
9.0 Recommendation -----	5
10.0 Approval-----	5
11.0 Methods -----	5
12.0 Proceeds of Sale -----	6
Related forms-----	6
Attachments-----	6
Authorisation-----	6

# Art Collection Acquisition & Deaccession Procedure

## Procedure Statement/Objectives

The objective of this procedure is to establish a clear and systematic approach for the acquisition and deaccession of artworks in the Kiama Municipal Council Art Collection, including Public Art, ensuring that the collection remains relevant, diverse, and of high quality.

## Scope

This procedure applies to all artworks considered for acquisition or deaccession within the Kiama Municipal Council including the Permanent Art Collection and Public Art Collection.

## References

This document should be read in conjunction with the following:

- Art Collection Policy

## Consultations

nil

## Definitions

For the purpose of this document the following definitions apply:

Term	Definitions
Collection	The Art Collection of Kiama Municipal Council
Deaccession	The process of selling or otherwise disposing of works from the collection
Bequest	Something given or left by will or transmitted from the past
Provenance	A record of ownership of a work of art or an antique, used as a guide to authenticity or quality.
Commissioning	To pay an artist to undertake the development of a specific piece of artwork.
Acquisition	The acquiring of art works through purchase, gift, donation, or bequest

## Variation and Review

This Art Collection Acquisition and Deaccession Procedure was adopted by Council/ELT on 19 April 2024.

The procedure will be reviewed March 2027. Any amendments to this document must be by way of Council resolution/approved by the Executive Leadership Team.

Council reserves the right to review or vary this document and associated processes at any time if required.

Date reviewed	Date adopted	Amendment
Click or tap here to enter text.	19 April 2024	New Policy

## 1.0 PROCEDURE - ART ACQUISITION

### 1.1 Criteria

To be considered for acquisition to the Collection any item must meet the acquisition criteria.

- artistic merit of the object;
- relevance and importance to the area of Kiama;
- enhance the scope of the collection;
- have a verified provenance;
- be an unconditional donation or purchase that has valid and clearly verifiable legal title;
- have the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation, and storage, as part of the acquisition;
- purchased works, donations, and loans must be accompanied by a valuation certificate for the purposes of insurance, alongside a maintenance manual and conservation plan;
- a more appropriate agency does not exist to house the artwork.

### 1.2 Appraisal

All proposed acquisitions, whether by purchase, gift, donation, exchange or loan will be appraised by an Art Acquisition Panel made up of:

- Cultural Development Officer;
- Manager Library and Cultural Hubs;
- Expert community representatives, as required.

All proposed acquisitions will be appraised within the spirit and detail of the Art Collection Policy and the Acquisition Criteria.

Expert community representatives, with relevant arts background, (i.e Gallery Director) may be engaged to comment and advise on any prospective acquisitions. These comments and recommendations will be included in the written report presented to the Executive Leadership Team.

All proposals shall be in writing and will include:

- details of the artists name,
- residential status,
- the title of the work,
- date of execution,
- medium and size,

- method of acquisition,
- the vendor or donor,
- the provenance of the work,
- price,
- valuation or insurance value if a gift or a loan,
- current condition,
- a statement setting out the reasons for the acquisition, its place in the Collection and its merit as a work of art in its own right, and
- where possible to provide an artist's statement.

## **2.0 Recommendation**

Kiama Council's Cultural Development Team will present a report against the criteria for acquisitions, panel discussion and any expert advice to Council's Executive Leadership Team on the proposed acquisition.

## **3.0 Approval**

The recommendation of the Executive Leadership Team, either for or against the acquisition, will be provided in a report to a full meeting of Council.

## **4.0 Acquisition**

All purchases will be made in accordance with Council's requisition policy and procedures. Council will obtain clear and valid title to all purchases, bequests, gifts or loans.

The Council will not accept any work that bears any unreasonable or inappropriate restriction on its display, storage, maintenance, and provenance.

The Council will be mindful of Australian or International laws or covenants that restrict or govern the acquisition of cultural material.

## **5.0 PROCEDURE - ART DEACCESSIONING**

### **5.1 Introduction**

Deaccessioning should occur rarely and must only take place as a part of Collection development and improvement.

The major danger of deaccessioning, apart from the risk of disposing of a work that future generations might value, is the potential of undermining of public confidence in the Collection and may discourage further gifts and donations. People give to galleries in perpetuity and in the confident expectation that artwork will be managed wisely.

### **6.0 Methods of Disposal**

Artworks that have been scheduled for deaccession should, in the first instance, be offered to be returned to the artist.

Deaccessioning of gifts or bequests of works of art should be undertaken in consultation with either the donor, or the surviving family of the donor or the appropriate trustee or executor, unless despite every reasonable effort they cannot be located.

In the event that the donor or artist do not wish to have the artwork returned to them Kiama Council may dispose of the artwork by the following methods,

1. The artwork may be offered to a more appropriate collecting institution;
2. The artwork may be resold through the secondary art market;
3. The artwork may be dismantled and/or destroyed in the event of no other option being suitable.

### **7.0 Reason for Deaccession**

Works being considered for deaccessioning should be presented within a full report on the reason for the disposal.

Reasons for consideration of deaccessioning are:

- a work of art whose significance or aesthetic merit falls substantially below the general level of the collection;
- a work of art which lowers the overall level of quality or representation of its specific area in the collection;
- a work of art which has deteriorated to the extent that it is no longer recognisable as a work of art and is beyond restoration to an acceptable standard;
- a work of art that requires a level of ongoing maintenance and repair that is beyond the financial and social value of the work;
- a work of art in the collection which is no longer perceived as falling within Kiama Council's existing acquisitions policy;
- a work of art that is a duplication, or is duplicated in the collection;
- a work of art that contains materials that are considered hazardous or has the potential to cause physical harm;
- a more appropriate agency exists to house the artwork.

## 8.0 Consideration of Deaccession

All proposed works for deaccession will be considered by an Art Deaccession Panel made up of:

- Cultural Development Officer;
- Manager Library and Cultural Hubs;
- Expert community representatives, as required.

All proposed works for deaccession will be appraised within the spirit and detail of the Art Collection Policy and the Deaccession Criteria.

Expert community representatives, with relevant arts background, (i.e Gallery Director) may be engaged to comment and advise on any prospective acquisitions. These comments and recommendations will be included in the written report presented to the Executive Leadership Team.

In the case of the works that are lost, stolen or destroyed that will be the end of the matter and the records can record the deaccessioning, provided that all reasonable steps if economically viable have been taken to recover the work.

## 9.0 Recommendation

Kiama Council's Community and Cultural Development Team will present a report to Council's Executive Leadership Team on the proposed pieces for deaccession.

The report will include:

- relevant criteria for deaccession
- panel discussion
- any expert advice
- recommended method of disposal

## 10.0 Approval

The recommendation of the Executive Leadership Team, either for or against the deaccession, will be provided in a report to a full meeting of Council.

## 11.0 Methods

Prior to deaccessioning, all artworks must be documented with the year, date, and reason for disposal, and method kept in the collections management database.

The artwork will be deaccessioned using the method ratified by Council:

- returned to the artist, donor or surviving family members;
- offered to a more appropriate collecting institution;
- resold through the secondary art market;
- dismantled and/or destroyed.

Councillors, Council staff and their families are ineligible from procuring an item deaccessioning from the collection by any means.

Any sale of deaccessioned works must proceed in full public knowledge of their origins. There must be no suggestion of secrecy.

## **12.0 Proceeds of Sale**

All proceeds from the sale of artwork shall be used to benefit the collection.

If the work was originally donated to the Collection or purchased with donated funds, proceeds of the sale will be catalogued as the gift of the original donor.

### **Related forms**

This procedure should be read in conjunction with the Art Collection Policy.

### **Attachments**

Nil

### **Authorisation**

Name: Endorsed by Council – Council Res 24/059OC

Date: 19/04/2024