

## **1.0 ASSOCIATED POLICY**

- Art Collection Policy

## **2.0 DEFINITIONS**

### **Accession**

The formal process of registering an artwork into the MacEwan Art Collection.

### **Acquisition**

The process of obtaining an object/work of art whereby the ownership of that object is transferred or intended to be transferred to the University for the purpose of Accession into the MacEwan Art Collection. An Artwork may be acquired by purchase, commission, or gift (including bequest). Individual Artworks and collections may also be acquired as a combination purchase/gift.

### **Commissioning**

Acquisition of an Artwork for the purpose of Accession into the MacEwan Art Collection through an agreement with an artist or group of artists to produce an Artwork with specific parameters.

### **Conservation**

The examination, documentation, preventive conservation, preservation, restoration, and reconstruction of the culturally significant qualities of an Artwork and objects for the purpose of safeguarding cultural heritage for the future.

### **Provenance**

The full history and ownership of an item from the time of its discovery or creation to the present day, through which authenticity and ownership are determined.

### **Public Artwork**

A publicly accessible site-specific Artwork intended for permanent or long-term installation beyond normal gallery display, including Artwork intended for an outdoor location.

## **3.0 PROCEDURE ELEMENTS**

### **3.1 Methods of Acquisition**

- 3.1.1 Acquisition of an Artwork may occur by donation or purchase, including through Commissioning.
- 3.1.2 For a donation to be considered for Acquisition, the following must be met:
  - 3.1.2.1 prospective donations must be free of conditions and restrictions from donors, such as but not limited to: condition of a certain appraised value or commitment to permanent display;
  - 3.1.2.2 prospective donations will include a formal, permanent transfer of title to the University as of the countersigning of the deed of gift; and

3.1.2.3 shipping and appraisal of the Artwork as arranged by the Mitchell Art Gallery will be paid by the prospective donor.

3.1.3 Prior to Commissioning an Artwork, the following must occur:

3.1.3.1 The Director/Curator of the Mitchell Art Gallery will obtain approval from the Art Acquisition Committee to solicit a proposal for commissioned artwork.

3.1.3.2 The Director/Curator of the Mitchell Art Gallery will review the complete proposal for commissioned artwork from an artist, which must contain the total purchase price, the type of work proposed, and required technical consultation, which will be included in the outline of the proposed Acquisition and Accession provided to the Art Acquisitions Committee. If approved, a contract with the artist will be signed for the fabrication and installation of the work of art.

3.1.4 Professional artist rates, as per Canadian Artists Representation federation des artistes canadiens will be followed wherever applicable regardless of method of Acquisition.

### **3.2. Acquisition and Accession of an Artwork, Except a Public Artwork**

3.2.1 Before the Acquisition and Accession of an Artwork, except a Public Artwork, to the MacEwan Art Collection, the Director/Curator of the Mitchell Art Gallery will prepare an outline of the proposed Acquisition and Accession, which shall include:

3.2.1.1 The proposed method of Acquisition;

3.2.1.2 Confirmation of adequate resources to acquire, maintain, conserve, store, exhibit, and make artwork accessible for research or curricular purposes;

3.2.1.3 The relevance of the Artwork to the MacEwan University Mandate and the Mitchell Art Gallery Mandate;

3.2.1.4 The relevance of the Artwork to teaching, student learning, research, campus community, and greater community context;

3.2.1.5 The condition, Provenance, and authentication of the Artwork;

3.2.1.6 Reasonable assurance that an artwork is not stolen, illegally acquired, acquired via exploitative or unethical means, or otherwise not meeting professional ethical standards; and

3.2.1.7 Where the Acquisition is of cultural property from countries outside Canada confirmation of compliance with the Cultural Property Export and Import Act, which incorporates the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (1970).

3.2.2 The proposed Acquisition and Accession will be presented by the Director/Curator to the Art Acquisitions Committee for final decision.

### **3.3 Acquisition and Accession of a Public Artwork**

- 3.3.1 On becoming aware of a need for the Acquisition and Accession of a Public Artwork, the Dean of the Faculty of Fine Arts will appoint a specially-formed Public Art Committee, which will be co-chaired by the Dean of the Faculty of Fine Arts and the Director/Curator of the Mitchell Art Gallery, at least one member of the Art Acquisition Committee, and other members to be determined by the Dean of the Faculty of Fine Arts and the Director/Curator of the Mitchell Art Gallery.
- 3.3.2 The Public Artwork Committee is responsible for determining the parameters of the Public Artwork, including budget, proposed location or locations, and other relevant factors, in advance of calling for a proposal or proposals for a Public Artwork for Acquisition and Accession, regardless of method of Acquisition.
- 3.3.3 On receiving a proposal or proposals for a Public Artwork for Acquisition and Accession, the Director/Curator of the Mitchell Art Gallery will prepare an outline which shall include the information in 3.2.1 above plus feedback from all relevant departments regarding health, safety, maintenance, installation, and risk management.
- 3.3.4 The Director/Curator of the Mitchell Art Gallery will present the proposal or proposals, along with their outline as described in 3.3.3, to the Public Artwork Committee for consideration. The Public Artwork Committee will make a recommendation to the Art Acquisition Committee on which proposal or proposals, if any, should be considered for approval.
- 3.3.5 The Director/Curator of the Mitchell Art Gallery will present the proposal or proposals recommended by the Public Art Committee to the Art Acquisition Committee, along with their outline as described in 3.3.3, for final decision.

## **4.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS**

- Art Collection Standard of Care Procedure
- Art Collection Deaccession Procedure
- Art Collection Loan Procedure and Placement Procedure
- Human Rights and Accessibility Policy
- Fundraising Policy
- Capital Asset Management Policy
- Canadian Museum Association Ethical Guidelines
- International Council of Museums Code of Professional Ethics

- International Council of Museums Standards on Accessioning
- Cultural Property Export and Import Act, 1985
- Convention for the Protection of Cultural Property in the Event of Armed Conflict (Hague Convention, 1954)
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970
- Copyright Act (R.S.C., 1985, c. C-42)

## **5.0 ACCOUNTABILITY**

### **Responsible Office**

Office of the Dean, Faculty of Fine Arts and Communications

## **6.0 HISTORY**

### **Relevant Dates**

Approved: **25.03.04**

Effective: **25.03.04**

Next Review: **30.03**

### **Modification History**

**15.10.22:** This is a new procedure as approved by the Board of Governors.

**25.03.04:** Comprehensively revised including a title change (previously Acquisition Procedure). Approved by President's Policy Committee – Action Log Reference EC 2025.03.04-03.