

1.0 ASSOCIATED POLICY

- Art Collection Policy

2.0 DEFINITIONS

Incoming Loans

Artworks temporarily loaned to MacEwan University by external parties, such as artists, collectors, galleries, or other institutions. These loans are intended for display and are governed by formal agreements.

Outgoing Loans

Artworks from the MacEwan Art Collection that are temporarily loaned for a specified period of time, typically to be placed in designated spaces supervised by professional staff within recognized institutions dedicated to the care and display of cultural objects.

On-Campus Art Placement

Display of Artworks from the MacEwan Art Collection within spaces maintained by MacEwan University, outside of the Mitchell Art Gallery.

3.0 PROCEDURE ELEMENTS

3.1 Incoming Loans

- 3.1.1 All Incoming Loans will be negotiated by the Director/Curator of the Mitchell Art Gallery, subject to final approval by the Dean of the Faculty of Fine Arts and Communications.
- 3.1.2 All Incoming Loans will be formalized using a written loan agreement, which will contain all relevant terms related to transport and care of the Incoming Loan which may include condition reporting, packing, crating, shipping, insurance, customs fees, brokerage fees, conservation, and other required costs.

3.2 Outgoing Loans

- 3.2.1 Requests for Outgoing Loans must be initiated via an official written request to the Director/Curator of the Mitchell Art Gallery and are subject to final approval by the Dean of the Faculty of Fine Arts and Communications.
- 3.2.2 Prospective Outgoing Loans will be evaluated for suitability by the Director/Curator of the Mitchell Art Gallery in accordance with the Standards of Care and Access as set out in the Art Collection Policy.
- 3.2.3 Outgoing Loans will only be granted on the following basis:
 - 3.2.3.1 The borrower is a public institution;
 - 3.2.3.2 The borrower will maintain professional standards of care for the Artwork, including protection against loss, damage and deterioration; and
 - 3.2.3.3 The borrower's ability to ensure access to the public to the Outgoing Loan.

- 3.2.4 All Outgoing Loans will be formalized using a written loan agreement, which will contain all relevant terms related to transport and care of the Outgoing Loan, which may include condition reporting, packing, crating, shipping, insurance, customs fees, brokerage fees, conservation, and other required costs.
- 3.2.5 All Outgoing Loans will be limited to a one-year loan period, which may be subject to renewal.
- 3.2.6 No loans of works of art will be made to private individuals.

3.3 On-Campus Art Placement

- 3.3.1 Requests for On-Campus Art Placement must be initiated via an official written request to the Director/Curator of the Mitchell Art Gallery or delegate and are subject to final approval by the Director/Curator of the Mitchell Art Gallery.
- 3.3.2 Prospective On-Campus Art Placement will be evaluated for suitability by the Director/Curator of the Mitchell Art Gallery, including accessibility of the proposed location to faculty, students, staff and the public, environmental factors, safety, and risk to the Artwork.
- 3.3.3 Approval of the On-Campus Art Placement by the Director/Curator of the Mitchell Art Gallery may be conditional on entering into a written agreement between the department taking responsibility for the On-Campus Placement and the Mitchell Art Gallery detailing the responsibility for inspection, notification, movement, care, and maintenance.
- 3.3.4 Installation or de-installation of an On-Campus Placement, including any repositioning, must be undertaken by the Mitchell Art Gallery staff or person approved by the Director/Curator.
- 3.3.5 Any plans for building maintenance, renovation, repairs, or painting that could impact or damage the condition of an On-Campus Art Placement, including its label, frame, plinth, or other support, must be developed in consultation with the Director/Curator of the Mitchell Art Gallery or delegate who will be responsible for coordinating the process required to remove or protect the On-Campus Art Placement.
- 3.3.6 The Mitchell Art Gallery reserves the right to recall an On-Campus Art Placement at any time, including if conditions of display are deemed to be of risk to the Artwork or if the Artwork is required for exhibition or research purposes.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Art Collection Standard of Care Procedure
- Art Collection Deaccession Procedure
- Art Collection Acquisition 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)
- Copyright Act

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

25.03.04: New procedure. Approved by President's Policy Committee – Action Log Reference EC 2025.03.04-03.