

1.0 ASSOCIATED POLICY

- Art Collection Policy

2.0 DEFINITIONS

Artwork

Refers to a physical object considered to be an artistic creation.

Deaccession

The formal process of removal of an accessioned Artwork from the MacEwan Art Collection.

MacEwan Art Collection

The objects that have entered the University's care through the formal process of Acquisition.

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.

3.0 PROCEDURE ELEMENTS

- 3.1 Professional storage and appropriate exhibition spaces for the Artworks in the MacEwan Art Collection must be maintained at all times as per the Standards of Care and Access as set out in the Art Collection Policy. These facilities will address environmental control; mitigation of risks against flood pests, theft, and vandalism; and professional methods and conditions of artwork storage.
- 3.2 Storage and exhibition spaces must be approved by the Director/Curator of the Mitchell Art Gallery to ensure that professional museum standards are being met.
- 3.3 Emergency plans for the care and handling of Artworks in the MacEwan Art Collection will be developed and implemented by Mitchell Art Gallery staff in consultation with Health, Safety and Environment.
- 3.4 All aspects of handling, transport and display of Artworks will meet professional standards as set out by Mitchell Art Gallery staff and in accordance with Standards of Care as set out in the Art Collection Policy. Practices must meet professional standards for the methods and conditions for display, research access, install, de-install, lighting, framing, and transporting of work.
- 3.5 Director/Curator or delegate will carry out on-going examination of the MacEwan Art Collection through regular inventory and condition reporting processes. Artworks that require conservation and/or restoration will be identified and communicated to the Director/Curator.
- 3.6 Artwork conservation and/or restoration must be approved by the Director/Curator and only undertaken by approved Mitchell Art Gallery staff, an appropriate conservator or consultant with the specific training and expertise required to do the work according to professional museological standards.
- 3.7 Record keeping is an essential part of the care of Artwork. The Mitchell Art Gallery will maintain comprehensive records of the Artwork in the Collection that include but are not limited to:

- Documentation of the Provenance and legal title of each Artwork.
 - Correspondence, documentation, and records regarding the acquisition process.
 - Photographic documentation.
 - Condition reports, including history of any conservation activities.
 - Location, including loan and exhibition history.
 - Deaccession documentation.
 - Appraisal documentation and insurance records.
- 3.8 Artworks should be cared for, stored, and exhibited in a manner that considers the interests and beliefs of the communities, ethnicities, or religious groups from which the artworks originate.
- 3.9 The Mitchell Art Gallery staff will maintain regular collaboration with the Finance Department to ensure accurate tracking of the Collection within MacEwan's asset management system.
- 3.10 The Mitchell Art Gallery will work with the University's Internal Audit and Risk Management to maintain insurance records.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Art Collection Acquisition 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

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