



CUMBERLAND  
CITY COUNCIL

# Art and Cultural Collection Policy

## AUTHORISATION & VERSION CONTROL

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<b>Policy Owner</b>	Director Community and Organisation Development
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## INTRODUCTION

Cumberland City Council recognises the importance of the maintenance, development and management of the Council Collection of objects of art and items of cultural and/or historical significance to Cumberland that are housed across Council buildings, libraries, gallery and other facilities.

## PURPOSE

The purpose of this policy is to provide:

- A rationale and direction for the acquisition, display, storage, loan, conservation and deaccessioning of objects in accordance with accepted collection management practices for Council;
- A framework for the ongoing development and maintenance of the Council Collection whether from gift, bequest, commission, purchase or long term loan with consideration to the investment by Council in the display, care, maintenance, conservation and protection of the items;
- Criteria for the selection, acceptance and commissioning of relevant works for the Council Collection;
- A framework for collection of artworks of a high standard of excellence with a priority for works that are significant to Cumberland or created by artists with a connection to Cumberland.

## SCOPE

The policy is applicable to all artwork, objects and items of artistic, social, cultural, historical or civic/political significance housed across Council buildings, libraries, gallery and facilities. The Policy is applicable to the existing Council Collection and provides a framework for the acquisition, management and deaccessioning of the Council Collection.

All Councillors, Council employees, contractors and consultants are responsible for implementing this policy.

## DEFINITIONS

**Acquisition:** The process by which items are obtained for the collection.

**Artworks:** Works created by artists that may include drawing, painting, original prints, ceramics, sculptures, digital media.

**Aboriginal item:** May refer to artefacts, archaeological items and artwork with consideration given to repatriation options where necessary.

**Council Collection:** Refers to Cumberland City Council's collection located in Council buildings, libraries, gallery and facilities.

**collection** (with a small c): Items of similar provenance or type that are kept together.

**Collection database:** A process of cataloguing and identifying description, details and location of items.

**Collection Care:** Activities that have an impact on the preservation of a collection including protection, buildings, security, storage, training, cleaning, preservation, environmental monitoring and control, conservation, exhibition and loans, disaster planning.

**Collection Management System:** Encompasses a collection database, collection care activities and the systems to record, monitor and plan for the Council Collection.

**Conservation:** Methods used to treat items to return to a stable state, restoration and storage.

**Cultural Heritage:** Cultural Heritage is an expression of the ways of living developed by a community and passed on from generation to generation, including customs, practices, places, objects, artistic expressions and values. It includes material or objects that convey a sense of local history, and is often expressed as either intangible or tangible cultural heritage.

**Deaccessioning:** The formal process by which items are formally removed from the Council Collection in accordance with policy and procedures.

**Preservation:** The methods used to maintain an item as close to original condition for as long as possible. Considerations include monitoring, environmental controls, storage, physical protection, exhibition/loan agreements, disaster planning and use of surrogates.

**Provenance:** Authentication methods that identify the origin and subsequent history of an object or item. This includes the use of a system that documents and records provenance.

**Storage:** The physical housing of items, including display locations and areas aimed at protecting objects from harmful factors including the environment, damage, theft and disaster and preserving them for the future.

**Surrogates:** Refers to items that can be used instead of original items.

## **POLICY STATEMENT**

Cumberland City Council will acquire and develop the Council Collection reflecting the significance of Cumberland and its community in accordance with its approved annual budget. The Council Collection will respect the history and heritage of the Cumberland area and be representational of significant demographics and the diverse cultures of the Cumberland community. Artworks will need to be of a high standard of excellence with a priority for works that are significant to Cumberland or created by artists with a connection to Cumberland.

## **REQUIREMENTS**

## **Acquisition**

To be considered for acquisition or for purchase for the Council Collection any item must comply with the policy statement outlined herein and be approved by the General Manager.

Any recommendation for acquisition, including items that are a donation, gift, bequest, commission, purchase, transfer, exchange or long term loan, must address the following criteria:

- Item is of artistic, cultural, heritage, social or historic value to Cumberland.
- Verified provenance and relevance/importance of item to the Cumberland Local Government Area.
- Display or storage location determined as well as resources and requirements in relation to care and protection required to care for item.
- Valuation obtained (where applicable).

## **Display and Loans**

The Council Collection is maintained or stored in accordance with industry standards.

The Council Collection is displayed in key public areas of Council wherever possible. Suitable works/objects from the Council Collection will be made available, in accordance with industry standards, for temporary exhibitions and research.

Wherever possible artworks will be displayed according to any specific instructions by the artist/s.

## **Access**

Works from the Council Collection will be available to the public via display, records and for research purposes wherever practical.

## **Operational Requirements**

A Collection Database or Collection Management system will be managed by Council in relation to the Council Collection.

Cumberland City Council or Council's Art Gallery will register as a Participating Recipient Institution under the Federal Government's Cultural Gifts Program.

The approved annual budget for the Council Collection will be required to cover new acquisitions approved by the General Manager and adequately provide for the management, storage, conservation, preservation, display and security of the Council Collection.

## **Deaccessioning**

The Council Collection is to be reviewed bi-annually. This policy provides guidance to determine inclusion of items in the Council Collection in terms of artistic merit and consideration to the significance of items in terms of history or cultural heritage. Works and objects are to be considered in terms of significance and standards, on a case-by-case basis for deaccessioning in relation to the following criteria:

- Do not meet acquisition criteria or standards.
- Merit and significance.
- Duplication.
- Theft, loss, damage, deterioration in condition.
- Possibility of upgrade or exchange or swap with the artist or donor.
- Repatriation of cultural material.
- Do not have evidence of clear legal title.
- Suitability for display or research collection.

Recommendations for deaccessioning and disposal of works recommendations are to be approved by the General Manager and will include options of offering to other collection institutions, for auction or sale with any income generated to be used to acquire further items for the Council Collection, disposal or recycle, or return to donor or artist.

## **RELATED LEGISLATION**

- International Council of Museums (ICOM) Code of Ethics
- Local Government Act 1993
- National Standards for Australian Museums and Galleries, v1.5 September 2016
- Art and Cultural Collection Guidelines for Galleries and Libraries