

7/002 Acquisition and Management of Artworks**Objective**

To provide a framework for the development and expansion of the Town of Port Hedland Art Collection. To implement procedures for the acquisition of artworks and provide a framework for the management of the Art collection.

Content*Acquisition Guidelines*

Most pieces in the current collection have a local theme, that is either the artists or the subject is relevant to the Port Hedland region.

The Town of Port Hedland aims to collect and to maintain pieces of excellence which:

- Have a relationship to the heritage, culture, people and environment of the Pilbara region.
- Are by local artists.
- Are of a high calibre and should accrue in value.

In acquiring a piece consideration will be given to:

- Condition of the piece.
- Cost of preserving and maintaining the piece.
- Its relationship to other pieces in the Collection

Indigenous and multicultural pieces in particular will be considered for acquisition.

Method of Acquisition

Acquisition can be made through donation, bequest, sponsorship, commission or purchase. Recommendations for purchase of pieces for the collection will be presented to the Mayor and Chief Executive Officer for approval within budget allocation. The Town of Port Hedland may refuse any items that fall outside this Collections Management Policy. Indigenous cultural/historical artefacts are only to be acquired following liaison and agreement with relevant Indigenous individuals and organisations.

Port Hedland Art Award

Council will sponsor an acquisitive category in the Port Hedland Art Award – Best Work by a Local Artist.



Display of the Collection

In order to generate interest in the Town of Port Hedland Collection and for the community to value its development the Collection will be periodically rotated within appropriate Council facilities including:

- South Hedland Library
- Port Hedland International Airport
- Port Hedland Courthouse Arts Centre

Catalogue of the Collection

Catalogue Number

The works will be allocated a catalogue number according to three defining factors

1. The type of work
2. The year it was acquired
3. The number of works acquired in that year

Key to Type of Artwork

- PR Print (i.e. screen print, linoprint, etching, collograph)
PH Photograph
OA Oil or acrylic painting
WC Watercolour Painting
M.M Mixed Media Work
SC Sculpture
CE Pottery, Ceramics
IN Installation
FB Fibre Work (i.e. patchwork, weaving, silk painting)

Attaching Catalogue Number

The Catalogue Number should be attached to the artwork in an appropriate manner according to the type of work.

Framed Works

The Catalogue Number should be written on the back of the frame in the top right hand corner in pencil.



Sculpture/Pottery/Ceramics

The Catalogue Number should be written on the bottom surface of the artwork, where this is not a visible surface, in pencil. Where the surface is too dark or not practical to be written on, a small line of white acrylic paint should be painted onto the bottom surface and the number written on that surface.

Fibre

The Catalogue Number should be written on a piece of unbleached calico and sewn on the back of the artwork in a way that is not visible from the front of the work.

Other

Where it is impractical to permanently attach the number onto the works a removable tag should be tied onto the work or placed inside or aside the work when it is in storage and removed when on display.

Photographic Record

A photographic record of all artworks should be taken at the time of acquisition in the Town of Port Hedland collection. This record should be both electronic and a colour hardcopy. The Catalogue number should be written on the back of the photograph in pencil and filed with the Catalogue Form.

The electronic photographic copy should be filed on the computer under the Catalogue Number and should include all data regarding the artwork as per the hard copy.

Catalogue Form

The Town of Port Hedland should complete the Catalogue Form on receipt of the work. Additional information related to the artists and the artwork should be attached to the Catalogue Form.

Register of Artwork

The Register of Artwork outlines the works in the Town of Port Hedland Art Collection. The Register details the current location of each work and should be regularly updated to include new acquisitions and register the removal or relocation of any artwork.



Procedure for New Acquisitions

1. Receive new work into the Town of Port Hedland Collection
2. Complete Catalogue Form – request CV Material from Artists if not included
3. Allocate Catalogue Number
4. Photograph Work
5. Attach Catalogue Number to Artwork and Photograph
6. File Catalogue Form/Photograph together
7. Complete register of Artwork – ensuring location of artwork is detailed
8. Display new artwork

Valuation of the Collection

Council shall contract a valuer who is registered as an Approved Valuer in Western Australia to periodically value the collection.

Conservation of the Collection

To prevent permanent damage to pieces they shall be properly displayed in an air-conditioned, pest free environment with adequate security.

Works requiring conservation work will be assessed on an individual basis to ensure that there is value in undertaking any conservation work. A qualified conservator will undertake conservation work.

Loan of the Collection

Outgoing Loans Conditions

1. *Costs*
 - a) All costs associated with the shipping of the Work(s) including any special mounting, the Borrower will meet framing, packing and transportation (or supervision thereof).
 - b) All costs associated with the Installation and the Borrower will meet de-installation (including supervision thereof).
2. *Transport*
 - a) All packing, transportation and installation formalities will be arranged by the Borrower through companies or organisations acceptable to the Town of Port Hedland.
 - b) All glass must be taped for transportation.
 - c) Perspex should not be taped for transportation.
 - d) All Work/s should be wrapped in bubble wrap and transported in a covered vehicle.



3. *Purpose of Loan*

- a) The Borrower shall only exhibit the Work(s) for the purpose specified, at the places specified and for the duration specified in this Agreement.
- b) Works borrowed for touring exhibitions must travel to the exhibition venues as part of the touring exhibition. The Borrower shall be responsible for ensuring that staff at the receiving venues receives full instructions for the correct handling of the Work(s) such that they will be informed about the correct handling of the Work(s) prior to being required to do so.
- c) The Borrower shall not lend the Work(s) to any other person whomsoever without prior written approval of the Town of Port Hedland.

4. *Period of Loan*

- a) Subject to these conditions, the Work(s) shall continue on loan to the Borrower until the date specified in this Agreement.
- b) The period of loan may be extended or reduced by further agreement in writing between the Town of Port Hedland and the Borrower.
- c) The Town of Port Hedland reserves the right to recall the Work(s) subject to giving three (3) days' notice to the Borrower. The Borrower must return the Work(s) to the Town of Port Hedland within fourteen (14) days of the date of notice from the Town of Port Hedland.

5. *Insurance*

- a) The Borrower will insure the work for the amount specified, against all risks of physical loss or damage while in transit and on location for the duration of the loan.

6. *Damage to Work*

- a) The Borrower shall report any damage or loss immediately to the Town of Port Hedland. Unless it is necessary to move the Work(s) for protection from further damage, the Borrower shall wait for instructions from the Town of Port Hedland. The Borrower, if possible, should undertake photographic documentation of damage before any movement.
- b) In the event of damage occurring during transit, the Borrower shall forthwith also notify the carrier and will retain all packing materials until the Town of Port Hedland and the carrier have had an opportunity to inspect the Work(s), the materials and the damage.



7. *Protection of Work*

- a) The Borrower shall at all times ensure that the Work(s) are treated with all due care to ensure protection against loss, damage, or deterioration and should loss, damage or deterioration occur, the Borrower shall forthwith provide a detailed report to the Town of Port Hedland.
- b) The Borrower shall not permit the Work(s) to be unframed or removed from mounts or bases for any purpose whatsoever except with the prior written approval of the Town of Port Hedland.
- c) The cost of any repairs or conservation required as a result of damage or deterioration, not covered by insurance, shall be the responsibility of the Borrower.

8. *Exhibition of Work*

- a) The Work(s) shall not be displayed in an outdoor exhibition.
- b) The Borrower shall at all times during the period of the loan be responsible for ensuring that the Work is protected from direct sunlight, rain excessive humidity, excessive temperature differentials and excessive dry conditions, and from the hazards of fire, theft, insects, dirt, foodstuffs, drink, smoking or handling by unauthorised persons or members of the public.
- c) The Borrower shall be responsible for ensuring that proper care is taken to protect all watercolours, drawings, prints, fabrics and photographs against fading, scorching and buckling caused by direct or reflected sunlight, artificial light, fluorescent light or proximity to heat sources. Appropriate light levels for these works must be achieved.

9. *Condition Report*

- a) The Borrower shall make a condition report of the Work(s) upon receipt of the Work(s) from the Town of Port Hedland.
- b) The Town of Port Hedland may from time to time request the Borrower to provide it with a condition report in relation to the Work(s) and the Borrower shall comply with any such reasonable request.

10. *Credit*

- a) The Borrower will acknowledge the Town of Port Hedland Art Collection in the following form "Town of Port Hedland Art Collection" on exhibition labels, in exhibition catalogues and in any publicity or permitted reproduction of the Work(s).
- b) The Borrower shall provide the Town of Port Hedland with a free copy of any exhibition catalogue or associated material and with a copy of any publicity or media material in reference to the Work(s).

11. *Copyright and Reproduction*

- a) The Borrower shall not permit the Work(s) to be photographed (except for the Borrower's record purposes or for condition reports for the Town of Port Hedland or reproduced without the prior written approval of the Town of Port Hedland.

12. *Return of Work to the Town of Port Hedland*

- a) The Borrower shall return the Work(s) to the Town of Port Hedland Art Collection within fourteen (14) days of the conclusion of the exhibition and within the period of the loan.

Definitions

“Collection” As used in this Collections Acquisition and management Policy is understood to mean the acquisition of pieces.

“Local Artist” Is defined as a person born in the Pilbara region, or a person living in the Port Hedland region.

“Pieces” Is defined as Art Works including prints, photographs, oils or acrylic paintings, watercolour paintings, mixed media work, sculpture, pottery, ceramics, installation and fibre works.

Relevant legislation	-
Delegated authority	-
Business unit	Marketing, Events and Communications
Directorate	Development, Sustainability and Lifestyle

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	-	24 November 2004
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OUTLINE OF REASONS FOR RECOMMENDATION OF ART WORK PURCHASE

COST: PURCHASE PRICE

DELIVERY/PACKING

CONSERVATION

FRAMING

TOTAL

APPROVED: Chief Executive Officer:

SIGNATURE

DATE:

APPROVED: Mayor:

SIGNATURE

DATE:
