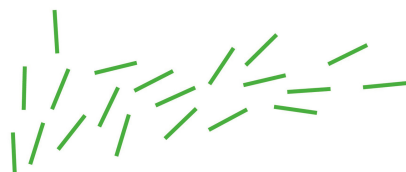


# **City of Boroondara**

## **Town Hall Gallery Collection Acquisition Policy**

**2007**

**Adopted 1 October 2007**



*The* TOWN HALL GALLERY

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# **Town Hall Gallery Collection Policy**

The City of Boroondara's Town Hall Gallery was opened in 2003 and exhibits up to 14 exhibitions a year including one exhibition featuring works from the Town Hall Gallery Collection. The Collection combines art works, historical and civic memorabilia from the past municipalities of Kew, Hawthorn and Camberwell. The Collection actively acquires new art works and historical items to maintain the cultural heritage of Boroondara.

## **Collection Policy**

The Collection Policy deals with the management and growth of the Town Hall Gallery's art, history, local government and public art collections. In particular it describes the management of the current Collection via conservation, research, interpretation and display of individual items, as well as methods of acquiring new works.

## **Aim of Policy**

- Establish guidelines for the management of the Collection through application of museum practices and standards.
- Describe the purpose, significance and aims of the collections.
- Assist in increasing access, enjoyment and understanding of the Collection.
- Assist in shaping Boroondara's cultural identity.

## **Application of Policy**

The Collection Policy needs to be seen within a budget context. The achievement of policy directions must be considered in the context of community-wide priorities and the allocation of limited resources. As representative of the community, Council will consider resource parameters in the annual budget process. It will also depend on the availability of suitable art works and cultural items for acquisition.

# **The Collection**

## **Purpose of the Collection**

The aim of the Town Hall Gallery Collection is to nurture a sense of community and shared history within Boroondara. The Collection also aims to enhance public spaces and community well-being. The Town Hall Gallery's art and history collections have the potential to tell a unique story about the role of local government in the evolution of the social and cultural life in Boroondara.

The Town Hall Gallery Collection is divided into four components; Art Collection, History Collection, Local Government Collection and Public Art Collection. Each collection has its own unique focus to interpret the cultural heritage of the area.

## **Town Hall Gallery Art Collection**

- To represent contemporary art in the City of Boroondara.
- Illustrate cultural values held by individuals and community groups who have been active in Boroondara.
- Represent the diverse cultural interest of the whole community.
- Document aspects of the artistic production in Boroondara around the turn of the century.
- Represent works of art of quality by significant artists.
- Support local and emerging artists of note through the acquisition of their work.

## **History Collection**

- To represent the social history of the municipality with reference to the local history collection held by Library Services.
- To maintain items of significance which may be disposed of if not held for safe keeping within the collection.

## **Local Government Collection**

- To collect items that relate to the history of the local governments that have been active in the municipality.
- To represent past and present local governments in Boroondara.

## **Public Art Collection**

- Commission visual art works of a permanent or temporary nature to enhance the City's civic spaces and the urban environment.
- Integrate works into sites of significance across the municipality.
- Promote the municipality and encourage cultural tourism.
- Provide access and equity for the community to experience art in public spaces.

## **Acquisition Criteria**

In order for the Town Hall Gallery Collection to grow and develop, the following acquisition criteria will be followed:

### **Town Hall Gallery Art Collection**

- Collect innovative contemporary art that reflects Boroondara's culturally diverse community.
- Collect art by significant Australian artists who have lived or worked in the municipality.
- Collect two and three-dimensional art in all media with reference to the existing strengths of the collection.
- Works will be acquired within the broad parameters of Australian Art with priority given to works by artists from the City of Boroondara.
- The art collection will be developed on principles which value: contemporaneity, excellence, innovation, high aesthetic quality, relevance and authenticity.

### **History Collection**

- Collect items that reflect the cultural and social heritage of past and present municipalities.

### **Local Government Collection**

- Collect items that reflect the history and working life of the Mayor, Councillors and staff of local governments active in Boroondara.
- Collect items depicting the topography of the region in particular from 1854 when Boroondara Shire was first established, to the present day.

### **Public Art Collection**

- To commission and collect visual art works of a permanent or temporary nature to enhance the City's civic spaces and the urban environment.

# Acquisition Procedure

## Town Hall Gallery Collection Advisory Committee

Terms of Reference that have been approved by Council will guide the Town Hall Gallery Collection Advisory Committee (CAC). The majority of members of the Collection Advisory Committee will recommend acquisitions.

### Membership

The Committee shall consist of up to 10 members, including two Councillors, who will be appointed by Council. Also included will be two Council officers, comprising the Manager Library Services, and the Cultural Services Co-ordinator.

The remainder of the Committee shall reflect the differing perspectives of the arts and heritage community. Ideally the Committee shall include:

- Professional curatorial expertise;
- Professional historical expertise;
- Professional visual arts expertise;
- Knowledge of local visual arts; and
- Knowledge of local history.

Members can be co-opted as appropriate, subject to existing vacancies. The Town Hall Gallery Curator will be an ex-officio member of the Committee.

Recruitment of new members shall occur on an annual basis including seeking formal Council endorsement of the full membership. The Council will appoint people to the committee through an expression of interest process.

### Criteria for acquisition

When considering acquisitions to the collection, the CAC will refer to the Town Hall Gallery Collection policy, the budget parameters, and the following criteria:

- the relevance of the item to broader culture and arts objectives.
- existing documentation of the item, its provenance, the item's condition.
- storage and display facilities for the item.
- duplication of the item in the Collection.
- any legal requirements and other restrictions associated with acquisition of the item.

## **Methods of acquisition**

The method of acquisition of art and history items may include purchase via Council acquisition funds, commission of artwork by Council, donations in perpetuity by an external source, bequest of artefacts. The Town Hall Gallery Collection Advisory Committee will approve all donations and purchases. No artwork or object will be acquired unless it meets collection acquisition criteria and procedures. There must also be proof of valid ownership applied to that item.

Town Hall Gallery Collection will not accept permanent or long-term loans.

## **Donations to Town Hall Gallery Collection**

All donations offered to the collection must follow the same acquisition criteria as a purchased acquisition. All donations must be approved by the acquisition advisory committee.

## **Cultural Gifts Program and Deductible Gift Recipient (DGR) Status**

Gifts donated to the collection must adhere to the conditions of the Cultural Gifts Program and Australian Tax Office.

## **Exceptions**

Commissioning of works of public art takes place outside of the Civic Collection acquisition budget. Commissioning of public art provides for extensive community consultation into the commissioning process.

## Care of Town Hall Gallery Collection

Documentation of the Collection shall be standardized to show evidence of the following records: acquisition details/receipts, registration book, movement records, catalogue sheets and database, research results, conservation histories and deaccession details.

Storage areas for collection items are maintained pest free. All storage areas have temperature and humidity control, secure/controlled access, tungsten lighting, adequate storage materials and fittings.

Conservation and restoration of collection items to be carried out by trained personnel (professional conservators) with expertise in the relevant medium or object type.

### Management of loaned material

#### Borrowed material

The City will borrow material to help meet the objectives of the Town Hall Gallery Collection Policy under the following conditions:

- The maximum loan period is 12 months.
- Borrowed material shall only be accepted for specific exhibitions or research and for fixed periods of time.
- Adequate insurance provisions have been arranged.
- The City will exercise the same care with respect to borrowed material as it does for its own collection.
- The Council will guarantee appropriate storage and display conditions for borrowed items for the term of the loan.

#### Loaned material

The City will loan material to help meet the objectives of the Town Hall Gallery Collection Policy under the following conditions:

- The City will lend objects to other museums and organisations holding art and history collections. It will not lend to private collectors.
- The borrower agrees to exercise care in the handling, storage and display of the loaned object and meet the conditions in the outward loan agreement.
- The borrower provides a secure display and/or storage area.
- Objects cannot be treated or altered in any way without the written permission of the City of Boroondara.
- Loans will remain in the possession of the borrower until returned to the City of Boroondara.
- Appropriate insurance must be arranged.
- The maximum loan period is 12 months. Applications for extensions of this period must be made prior to the loan expiry date.

## **Removal of items from the Collection**

To de-accession an artwork or object from a public collection is to officially remove that object from the registered and accessioned holdings of the Collection, especially for sale or disposal.

The curator may nominate a registered Collection item for de-accession and disposal. The nomination will consist of a written report, evaluating the object against the accession and de-accession criteria and recommending a disposal method.

The item nominated for de-accessioning will be held for a twelve month cooling-off period from the date of a report being accepted before disposal occurs.

An item may be considered for de-accessioning by the CAC if:

- The item does not meet the current acquisition criteria
- It does not comply with the current Collection Policy key outcomes
- It is damaged beyond repair
- The conservation and storage costs are beyond the means of Town Hall Gallery.
- It is a lesser quality duplicate of an object the City already holds
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection
- A substantiated request for the return of the object to its owner/donor is received.

Councillors, Council staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, an object de-accessioned from the Collection.

A de-accessioned item must be disposed of by the following methods listed in priority order:

1. Returned to the donor or family
2. Transferred to another appropriate institution by gift
3. Sold by public auction, where appropriate
4. Destroyed or recycled, if appropriate

Funds acquired from the sale of a de-accessioned item should be considered to fund acquisition of relevant objects for the Civic Collection.

## **Exceptions**

Works obtained through the Cultural Gifts Program must follow the conditions set by the program and Australian Tax Office. These include:

- Any item obtained through the Cultural Gifts Program can not be returned to the donor as they have already obtained a tax benefit for their donation.
- If the item is sold, the proceeds are to be deposited into the Town Hall Gallery Collection Gift Fund.

## **Implementation of Town Hall Gallery Collection Policy**

The general day to day exhibitions, care, management and monitoring of the Collection shall be the responsibility of the Curator.

Responsibility of ensuring proper storage and display facilities rests with City of Boroondara Council.

The collection shall remain the property of City of Boroondara Council.

### **Review mechanism**

The Town Hall Gallery Collection Policy will be reviewed every five years with reference to current museological standards and peak social and historical issues.

### **Legislation and other references**

For further information related to this policy refer to:

- Cultural Gifts Program guidelines

This policy is implemented with the following documents:

- Town Hall Gallery loan agreements
- Town Hall Gallery Governance Document
- Town Hall Gallery Collection Advisory Committee Terms of Reference