

Art Collection Development Procedure

Section 1 - Purpose and Scope

(1) This procedure outlines the requirements for the acquisition, collection management, exhibition and display, and de-accessioning and collection disposal of works for The University of Queensland's (UQ or the University) Art Collection.

(2) This procedure supports the [Management of Museums and Collections Policy](#).

Section 2 - Key Controls

(3) Acquisition of work for the UQ Art Collection is guided by the collection development framework and approved by the Director, The University of Queensland Art Museum.

(4) All works in the UQ Art Collection are catalogued in the UQ Art Museum collection management system.

(5) Stocktake and valuation of the UQ Art Collection is undertaken in accordance with the [Assets Procedure](#).

(6) De-accessioning of artwork from the UQ Art Collection is undertaken following approval by the designated officer.

Section 3 - Process and Key Requirements

Acquisitions

(7) The University of Queensland Art Museum will acquire works for the UQ Art Collection through purchase, gift, bequest or exchange with other public collections.

(8) When considering acquisitions, attention will be given to the provenance of the work, with details of this provenance to be recorded if available.

(9) When considering proposed gifts or bequests, The University of Queensland Art Museum will first examine their compatibility with the UQ Art Collection development framework. Gifts or bequests may be refused. The University of Queensland Art Museum will be attentive to the regulations and procedures of the [Federal Government's Cultural Gifts Program](#) when considering any gift proposed through this program.

(10) All acquisitions, including gifts and bequests, will be considered and approved by Director, The University of Queensland Art Museum. This will be the formal mechanism for accession into the Collection. The value of donated works and the donors' names will be provided to the Office of the Vice-President (Advancement and Community Engagement).

(11) The purchase of work above Director's financial delegation will be subject to the approval of the Executive Dean, Humanities, Arts and Social Sciences.

Collection Management

(12) The Collection is crucial to The University of Queensland Art Museum and defines it as an institution that acquires, houses, cares for and presents an evolving Art Collection. As part of its responsibility to support teaching and research of visual culture, The University of Queensland Art Museum will give the Collection prominence through the organisation and presentation of exhibitions and associated public programs.

(13) The University of Queensland Art Museum will shape and develop its Collection through the combination of policy and opportunity. Every effort will be made to increase the standing of the Art Museum and its Collection through strategic linkages with the cultural sector both in Australia and overseas.

(14) The University of Queensland Art Collection is large, with over 4500 works. Its development history over the past seven decades has produced a large collection of paintings and works on paper by Australian artists. More than half the Collection consists of works produced in the last 50 years. Acquisitions are guided by a collection development policy and approved by the Director, The University of Queensland Art Museum, following consideration by the Art Museum Acquisition Committee.

(15) The University of Queensland Art Museum has a responsibility to preserve and document the UQ Art Collection and all other items in its care according to museum industry standards and the policies and procedures of the University as documented in the UQ Policy and Procedure Library including [Management of Museums and Collections Policy](#), and the [Assets Procedure](#).

(16) The Director, The University of Queensland Art Museum will balance the developmental needs of the UQ Art Collection with the overall responsibility for the care and management of the existing collection.

(17) When acquiring works, the Director, The University of Queensland Art Museum will give due consideration to the resources required to house and maintain these acquisitions.

Collection Management Procedures

(18) Works acquired for the UQ Art Collection will be subject to the following procedures:

- a. A unique accession number will be assigned to each object.
- b. Hard copy, photographic and electronic documentation of the object will be maintained in the collection management system.
- c. Annual Collection reports will be prepared by the Director, The University of Queensland Art Museum including stocktake outcomes, new acquisitions and value of the UQ Art Collection. These will be provided to the Executive Dean, Humanities, Arts and Social Sciences.
- d. The UQ Art Collection will undertake sectioned valuations annually as according to UQ FBS and the Fine Arts Insurance Policy.
- e. The condition of the UQ Art Collection will be monitored according to the value of the work of art and/or exhibition demand, and objects at risk will be referred for treatment by qualified conservator/s.
- f. Loans by external parties will be assessed and monitored.

Exhibition and Display

(19) The University of Queensland Art Museum will regularly exhibit works from the UQ Art Collection. Works may also be exhibited in public spaces in University buildings where appropriate security and climate conditions exist at the approval of the Director, The University of Queensland Art Museum.

(20) The UQ Art Collection will be given prominence through the public [Art on Campus program](#), exhibitions, publications, and education programs.

(21) The interpretation of the Collection will draw from the contribution of scholars engaged in research in the visual arts.

De-accessioning and Collection Disposal

(22) De-accessioning and the disposal of items from the UQ Art Collection will be carried out in the interests of collection development and its ongoing maintenance. The University of Queensland regards the right to dispose of works as a necessary part of developing the UQ Art Collection to its fullest potential, and a responsible mechanism for collection management. De-accessioning will follow established industry standards and will be in accordance with the University's community responsibility to ensure that items currently in its care are disposed of in a way that their cultural value is not lost to the wider community.

(23) Disposal will be carried out in a way consistent with University procedures.

(24) All items for de-accessioning and disposal will be considered by the Art Museum Acquisition Committee and endorsed by the Director, The University of Queensland Art Museum and the Executive Dean, Humanities, Arts and Social Sciences. De-accessioning will require the final approval of the Vice-Chancellor.

(25) The University of Queensland Art Museum will observe all legal, cultural or related issues in relation to disposal. The University Art Museum will identify any conditions attached to donated items and honour such conditions of donation, or to seek variation with donors. Deaccessioned work donated to the Art Museum under the Cultural Gift's Program cannot be returned to the donor.

(26) The University of Queensland Art Museum will dispose of items in a manner beneficial to the UQ Art Collection and the cultural value of those items. Disposal may include sale, exchange, gift or destruction. Only public collections may receive the gift of a de-accessioned work. Destruction of an item will be considered only if the item has deteriorated beyond repair or it presents a danger.

(27) All proceeds gained from disposal will be used for collection development purposes.

Section 4 - Roles, Responsibilities and Accountabilities

Director, The University of Queensland Art Museum

(28) The Director, The University of Queensland Art Museum is responsible for management of the UQ Art Collection.

Executive Dean, Humanities, Arts and Social Sciences

(29) The Executive Dean, Humanities, Arts and Social Sciences will approve the purchase of art above the financial delegation of the Director, The University of Queensland Art Museum, and will make recommendations to the Vice-Chancellor and President on de-accessioning of work from the UQ art collection.

Vice-Chancellor and President

(30) The Vice-Chancellor and President will approve the de-accessioning of work from the UQ Art Collection.

Section 5 - Monitoring, Review and Assurance

(31) Stocktakes will be undertaken on a regular basis to verify the location of artworks in the collection. The results of the stocktake will be provided to the Director, The University of Queensland Art Museum.

Section 6 - Recording and Reporting

(32) Documentation of the UQ Art Collection will be maintained in the collection management system.

(33) Quarterly insurance reports on acquisitions, loans, and revaluations will be provided to UQ Governance and Risk Division Management to ensure UQ's Fine Arts Insurer provides appropriate cover.

(34) Annual reports on the UQ Art Collection value, and loaned values are provided to UQ Finance and Business Services. The report also includes a full list of all works in the UQ Art Collection, the external valuers report, a list of the artworks acquired, method of acquisition, and disposals for the year prior.

(35) Annual reports on the UQ Art Collection will be prepared by the Director, The University of Queensland Art Museum for the Executive Dean, Humanities, Arts and Social Sciences.

Status and Details

Status	Current
Effective Date	19th April 2024
Review Date	19th April 2029
Approval Authority	Director, The University of Queensland Art Museum
Approval Date	5th February 2024
Expiry Date	Not Applicable
Policy Owner	Peta Rake Director, The University of Queensland Art Museum
Enquiries Contact	The University of Queensland Art Museum