



ABBOTSLEIGH

Grace Cossington Smith Gallery Art Collection Policy

Policy number 43: Version 2

Grace Cossington Smith Gallery (GCSG) Art Collection Mission and Objectives

1. Mission: The GCSG inspires Abbotsleigh students and our community to engage, create and appreciate the culture and richness of art. Exhibitions enable dynamic learning experiences in a wide range of subjects and topics.
2. The principal aim of the GCSG is to provide temporary exhibitions and to educate students. The GCSG also aims to develop a permanent, public Collection of the highest quality, recognising that it will contribute to a national network of Collections held in museums Australia-wide and will be intrinsically important to Abbotsleigh and NSW. The policy provides guidelines for the considered collection of works of art for the GCSG by purchase, gift, bequest or exchange.
3. Abbotsleigh School acknowledges the need to provide adequate resources to ensure the Collection is managed and conserved in accordance with Abbotsleigh's policies and professional museum standards.
4. The GCSG Art Collection contributes to Abbotsleigh's key priority to create quality learning resources and strengthen community connections.
5. Priority collecting areas for the GCSG are:
 - a) Contemporary works by artists of significance within Australian art that exemplify significant best current practice, support creative teaching and learning and assist in contextualizing existing holdings;
 - b) Works by alumni Grace Cossington Smith and other respected alumnae artists will be a specific focus;
 - c) Works by women artists, acknowledging the contribution that women have made to art and cultural development in Australia.
6. Creative experimentation and innovation in contemporary art is promoted through the annual art award as well as the acquisition and commissioning of new work, thus ensuring the relevance of the Collection for contemporary audiences.
7. The GCSG Fund accepts donations of culturally significant items and/or bequests that fall within the Acquisition Policy. The GCSG is registered as a Deductible Gift Recipient under the Australian Tax Office and will be attentive to the required regulations and procedures when considering any gift proposed through this scheme.
8. Any changes or updates to the GCSG Collection Policy will be notified to the Secretariat of the Cultural Gifts Program.

Display

9. The Collection is exhibited in Abbotsleigh facilities, primarily the GCSG, and from time to time regionally and nationally in exhibitions touring to other venues.
10. In addition, the GCSG Art Collection will be exhibited across Abbotsleigh campuses for the benefit of the Abbotsleigh community and visitors to Abbotsleigh. With the exception of the offices of executive staff of the school, artworks are only displayed in areas that are publicly accessible, and the display space must meet minimum security and environmental standards as assessed by the Director of the GCSG.

Art Acquisitions Policy

Acquisitions

11. The Art Acquisitions Program, including financial management, is overseen by the Director of the GCSG.
12. The Director of the GCSG is responsible, in consultation with the Professional Advisory Committee, for recommending works for accession and deaccession, consistent with the objectives of the GCSG Art Collection, to the Headmistress for approval.
13. Acquisitions will:
 - a) Conform to the Vision and Objectives of the GCSG;
 - b) Fall within the financial and physical ability of the GCSG to properly curate (preserve, restore, maintain, house and exhibit or utilize) the acquired objects;
 - c) Be acquired for the Collection through purchase, gift, bequest or exchange with other public collections;
 - d) Be acquired through the Grace Cossington Smith art award; and,
 - e) Be accessioned in a timely manner.

Gifts and Bequests, including gifts provided within the Australian Government's Cultural Gifts Program

14. The GCSG will receive gifts and bequests of works where such items meet the objectives and Acquisition Policy as outlined above.
15. Gifts will be accepted only where the donor has clear legal title to the work and the gift is made on the basis of a total transfer from the donor to the Gallery. The gift must not conflict with other legal provisions, such as the Archives Act 1983, the Copyright Act 1968 and the Protection of Moveable Cultural Heritage Act 1986. If appropriate the GCSG will check whether transfer of Copyright is included with the gift.
16. Gifts or bequests with conditions that inhibit the Gallery's exercise of judgment concerning its use within the Collection will be referred to the Acquisition Committee for consideration.
17. Gifts received through the Cultural Gift Program will abide by the conditions of the Program and the Australian Tax Office.

Loans

18. Loans are recognized as a special type of acquisition, requiring incoming or outgoing loan agreements. These agreements must stipulate the timing of the loan and insurance requirements and be accompanied by a condition report for each art work.

Outward Loans

19. Loans from the GCSG collection will be considered for exhibitions which contribute to education, research and public enjoyment.
20. The Borrower should meet all costs associated with the loan including transport arrangements approved by the GCSG Director.
21. Applicants must complete a facilities report and be able to maintain prescribed standards of care and environmental conditions for objects on loan.
22. Approval may be declined for objects which are fragile and unable to travel, and those which are already committed to GCSG exhibitions or are of great value and importance to local visitors.
23. A loan agreement is issued by the GCSG when all details of the loan have been finalised and approved. The object will not be released until the loan agreement is completed and signed by both parties.

Incoming Loans

24. Each object taken on loan will be accompanied by a completed loan agreement with clear stipulation of the loan period and the reason for the loan.
25. The GCSG will maintain files on all matters to do with loans.
26. The GCSG will not accept items for loan that are in poor, unstable or deteriorating condition or where the provenance is in doubt.

Collection Care

27. The Collection is appropriately protected and stored at all times and GCSG staff understand their roles in caring for and protecting the Collection.
28. The GCSG will preserve the Collection and all other items in its care according to industry standards.
29. The GCSG will document all works in its care.
30. Risk management and work health and safety principles are integrated into conservation and preservation procedures.
31. Condition reports will be obtained for all works entering the GCSG.
32. The GCSG staff will be trained properly in the procedures and functions of collection management.

De-accessioning and disposal

33. The GCSG accepts that de-accessioning (official removal of an object from the registered and accessioned holdings of the Collection) of works of art as a legitimate collection management activity, the use of which is endorsed by the International Council of Museums and Museums Australia. The GCSG regards the practice as an appropriate means of advancing the mission of the GCSG by improving the Collection. De-accessioning will be recommended by the Director of the GCSG after consultation with the Advisory Committee and approved by the Headmistress with reference to the following criteria:
 - a) The work of art is no longer deemed to be of a standard suitable for inclusion in the collection and superior examples of work may be available;
 - b) Changes to the Collection Policy or erroneous inclusion in the Collection;
 - c) The work of art may have been illicitly traded and the GCSG does not have legal title;
 - d) The GCSG is unable to continue to provide an appropriate level of care for the work of art;
 - e) The work of art may require excessive conservation or storage costs;
 - f) The work of art poses a risk to staff, visitors or other objects; or,
 - g) An item on loan the GCSG is recalled by its owner.
34. A recommendation for de-accessioning shall include full justification of the proposal with reference to the GCSG Acquisitions Policy
35. Only artwork to which Abbotsleigh has clear legal title is considered for de-accessioning.
36. Appropriate documentation including photographs and catalogue details of the artwork are maintained as an official record of the de-accessioning and disposal of an artwork from the Collection.
37. At the end of each year, the Director of the GCSG will advise the Abbotsleigh Director of Finance in writing of artworks which have been de-accessioned and removed from the Collection during that year so they can be written off.
38. Once a work has been approved for de-accessioning it is disposed of according to the following guidelines:
 - a) By gift, sale or exchange to another public museum or Collection; or,
39. If 38 a) is not possible, then one of the following processes is pursued:
 - a) Sale through a reputable, established dealer or sale by public auction;
 - b) ; covered at 39(a)
 - c) Upgrading by exchange; or,

- d) Destruction (only if the item has deteriorated beyond repair or presents a danger). Where appropriate, the artist or next of kin will be informed beforehand of Abbotsleigh's intention to destroy the artwork.
40. In the case of gifts and bequests of artworks that have been de-accessioned, the original donor or next of kin is notified wherever possible that Abbotsleigh will dispose of the artwork. The name of the donor will be acknowledged appropriately on any replacement artwork.
41. If artworks are offered for sale, the process will be in a manner that will best protect the interests, objectives and legal status of Abbotsleigh. Artworks acquired through the Cultural Gifts Program will abide by the conditions of the program and the Australian Tax Office. Any proceeds of the sale of the de-accessioned item will be deposited into the bank account established to comply with the rules of the Australian Tax Office for Deductible Gift Recipients. These funds will be used solely for the purchase of assets or resources for the GCSG Collection.
42. The income derived from the disposal of a de-accessioned work shall be used for the acquisitions of work of art for the Collection, and these acquisitions shall be made in conformity with the GCSG Acquisitions Policy.

Wind up

43. In the event of the GCSG being dissolved:
- a) Abbotsleigh may, at its discretion, retain artworks subject to relevant conditions established at acquisition.
- b) Abbotsleigh may, at its discretion, seek to place significant artworks and gifts in public galleries.
44. In the event of the GCSG Fund being wound up or dissolved, or on revocation of endorsement, any surplus assets remaining after the payment of the GCSG Fund's liabilities shall be transferred to another fund, authority or institution, to be determined by the Headmistress, which has similar objects and to which income tax deductible gifts can be made.

Review Mechanism

45. The GCSG Collection Policy will be reviewed every 5 years with reference to current museological standards and any change to the running and management of the GCSG.

Information management

Ratification

This policy has been approved by the Senior Leadership Team of Abbotsleigh.

Publishing this policy

Student Diary	No	Council	No
Staff Handbook	No	The Shuttle	No
AbbNet	Yes	Other	NA

Communicating this policy

Audience	Communicated by	Communication pathway
Gallery Director, Head of Abbotsleigh	AbbNet	Discussion

Sharing this policy

A decision to share this document with an outside agent is made in consultation with the relevant Senior Leadership Team member. A sharing arrangement will be subject to the following conditions: Abbotsleigh must be attributed as the source in any reference or derivative; commercial use is not permitted. Contact the Director of Compliance prior to sharing this document.

Policy history

Version 1, 2015

Version 2, 2022

Policy review

This policy is due for review in 2027.

Relevant References

International Council of Museums Code of Ethics (2017)

<https://icom.museum/en/resources/standards-guidelines/code-of-ethics/>

Museums Australia Code of Ethics (1985; revised 1999) *Under review*

<http://meseumaustralia.org.au/userfiles/fileGovernance/maethics.pdf>

National Standards for Australian Museums and Galleries (2016)

<https://www.amaga.org.au/national-standards-for-australian-museums-and-galleries>

Australia Council Protocols for using First Nations Cultural and Intellectual Property in the Arts (2019)

<https://australiacouncil.gov.au/investment-and-development/protocols-and-resources/protocols-for-using-first-nations-cultural-and-intellectual-property-in-the-arts/>

Cultural Gifts Program

<https://www.arts.gov.au/funding-and-support/cultural-gifts-program>

<https://www.arts.gov.au/publications/cultural-gifts-program-guide> (2019)

NAVA (National Association for the Visual arts) Code of Practice – Membership Required

<https://visualarts.net.au/code-of-practice/> (2020 – *under review*)