

Art Collection Policy



Responsibility for policy: University Librarian

Approving authority: Vice-Chancellor

Last reviewed: July 2021

Next review: July 2026

Application

1. This policy applies to all staff of the University of Waikato.

Purpose

2. The purpose of this policy is to establish a framework of principles and responsibilities with respect to the University's art collection.
3. The art collection is a key element in the University's contribution to the arts and exists
 - a. to enhance the physical, cultural, social and intellectual landscapes of the University's campuses for the benefit of students, staff and the community, and
 - b. as a tool for research and object-based learning.

Related documents

4. The following documents set out further information relevant to this policy:
 - [Asset Disposal Procedure](#)
 - [Capital Asset Policy](#)
 - [Fundraising and Philanthropy Acceptance Policy](#)
 - [Museums Aotearoa Code of Ethics and Professional Practice](#)

Definitions

5. In this policy:

art collection means the art owned by the University of Waikato which has been formally acquired and catalogued into the University of Waikato Art Collection.

Principles

6. The primary focus of the art collection is original works of contemporary Māori, Pacific and New Zealand art practitioners, particularly those who have an association with the Waikato and/or Bay of Plenty regions.
7. The art collection should reflect the cultural diversity of the University's community and the diverse media through which contemporary art is produced.
8. Artwork acquired for the art collection, through purchase, gift or bequest, must be well-suited in terms of the purpose of the collection and the development of the collection as a whole, and proper account must be taken of any likely costs and processes associated with long-term preservation, protection and display.
9. The art collection represents a significant investment by the University and all care must be taken to ensure that it is protected, not only in monetary terms, but with respect to its cultural, social and historical value.

Acquisition

10. Funds allocated to individual cost centres as part of the University's regular budget allocation must not be used for the purchase of artwork.

11. The University Librarian is responsible for ensuring that the principles set out under this policy are adhered to in respect of any acquisitions; all acquisitions of artwork for the art collection must be approved by the Vice-Chancellor.
12. The acceptance of any gift or bequest of artwork for the art collection offered through philanthropy in accordance with the [Fundraising and Philanthropy Acceptance Policy](#) is subject to the prior approval of the Vice-Chancellor, who must, as part of their consideration, take account of the relevant principles set out under this policy.
13. All artwork acquired for the art collection must be capitalised in accordance with the [Capital Asset Policy](#).

Display and management

14. The University of Waikato Art Collection is a member of Museums Aotearoa and all activities pertaining to the collection must be undertaken in accordance with the [Museums Aotearoa Code of Ethics and Professional Practice](#).
15. Under no circumstances may artwork that is part of the art collection be hung or moved without the prior approval of the University Librarian or the University Art Collection Curator.

Responsibilities

16. The University Librarian is responsible for the supervision, management and maintenance of the art collection; day-to-day responsibility for these matters is delegated to the University Art Collection Curator.
17. The University Librarian, in consultation with the University Art Collection Curator, is responsible for the expenditure of allocated University funds on the maintenance of the art collection and all associated costs.
18. The University Art Collection Curator is responsible for ensuring that:
 - a. details of artwork in the art collection are recorded in the relevant database and on the University's Fixed Asset Register
 - b. the location of all artwork in the art collection is recorded in the relevant database
 - c. all practicable steps are taken to ensure the security of the art collection at all times
 - d. the disposal of any artwork from the art collection follows an appropriate process; the process must include valuation of the artwork, sale (normally by auction) and decommissioning of the artwork from the art collection and Fixed Asset Register in accordance with the University's Asset Disposal Procedure
 - e. Unisafe is notified, as soon as practicable, in the event of the theft of, or deliberate damage to, any artwork from the art collection.

Responsibility for monitoring compliance

19. The University Librarian is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.
20. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).