

Procedures:	Art Management
Associated Policy:	Art Management – UR 9.0
Procedure Holder:	University and External Relations
Original Date:	October 2019
Next Review:	October 2021

1. Purpose and Background

See Policy document.

2. Guiding Principles

See Policy document.

3. Definitions

See Policy document.

4. Procedures

4.1 Art Advisory Committee (AAC)

AAC will make recommendations to the Chair for acquisition and deaccession. AAC will operate as a committee, comprising a minimum of four members and a maximum of eight, including:

- Executive Director of External and Government Relations (Chair);
- Director, Student and Infrastructure Support (SIS);
- One to four University employees who have a proven background in the visual arts;
- One member of a community campus (required when making decisions that impact community campus art); and
- One member of the Yukon School of Visual Arts.

Individual members will be secured by an internal Call of Interest. The committee chair and the director of SIS will select the committee members. Other than members by position, terms of office will normally be a minimum of two years, with possible renewal for two additional terms. Membership timing will overlap to ensure continuity. Should any member

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of AAC have a temporary conflict of interest with AAC business, they will remove themselves for the pertinent discussions.

4.2 Acquisition Procedures

Plans to acquire artwork will require the prior approval of the Art Advisory Committee (AAC). Requests will be made in writing (email) to the Chair.

Donations: Potential donations of art need to be routed through AAC for approval, before being routed through the Development department, who will ensure that relevant Canada Revenue Agency policies and procedures are applied and that the donor is appropriately thanked, whether the artwork is accepted or declined.

Juried art competitions, commissions, and call for proposals: Proposals or competitions which are designed to procure artwork for the University will require AAC to provide:

- prior approval of parameters; and
- co-approval of artwork selection.

4.3 Deaccession and Disposition Procedure

All requests for deaccession and disposition of artwork will be made in writing (email) to the Chair of the AAC.

The terms of an agreement relevant to the artwork, will be honoured. Should there be reason to make an amendment to the agreement, all parties (or as necessary, a legal representative, or representative of a deceased person's estate) should be contacted, and the changes recorded and signed alongside the original agreement.

Disposition solutions considered for artwork selected for deaccession will include, generally in this order:

4.3.1 Rehoming:

- Repatriation: Returning artwork to artist or the artist's family/beneficiary;
- Gift/Exchange: Donating to or exchanging the artwork with an organization or person;
- Sale: Selling the artwork;

4.3.2 Storage:

- The potential ability to store the artwork requires consultation with the director of Student and Infrastructure Support;

4.3.3 Destruction

- If the artwork is to be destroyed, it will be destroyed before witnesses and permanently disposed of in a manner that prevents retrieval and restoration.

The deaccession record will include:

- Date of deaccession;
- Reason for deaccession;
- Reasoning for disposition;
- Details of disposition:
 - Name and address of new owner (if applicable);
 - Sale price or exchange value (if applicable);
 - Names of those witnessing the destroying of artwork (if applicable); and
 - Photograph of artwork.
 - Financial Services record of asset write-off.

4.4 Valuation Procedure

- The formal appraisal process will be in accordance to the Canada Revenue Agency (CRA) Guidelines.
- The AAC will manage the valuation process.
- Notification will be given to Finance when artwork is valued or de-acquisitioned.

5. Exceptions to the Procedures

None.

6. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy, should be first reported to executive director, External and Government Relations, who will endeavor to find a

resolution with all stakeholders. Failing such a resolution, the matter should be reported to the president.

7. Forms

None.

8. Appendices

None.

9. Document History

Include all updates here, including housekeeping changes, beginning with formal approval.

Date	Update
October 2019	Approved by Yukon College President.