



4. COMMUNITY LIAISON

Policy 4.5

Lithgow City Council Artwork Collection

Version 5

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4.5 LITHGOW CITY COUNCIL ARTWORK COLLECTION

OBJECTIVE:

To acquire, care for and exhibit a permanent artwork collection which primarily reflects the development of art and artists in the Lithgow Local Government Area.

POLICY:

To achieve the stated objective, the following will apply:

1. The collection will include a diverse range of artforms that adequately reflect the practices from the Region.
2. Collection management procedures will be maintained to ensure appropriate storage, conservation and cataloguing of items.
3. The public will be provided with access to the collection through changing displays in various Council venues including public access areas of the Administration Centre, Eskbank House Museum, Libraries, Union Theatre Gallery and the Visitor Information Centre Gallery and making available, where appropriate, the provision of loans to raise the profile of creative practices within the LGA. Artworks from the collection may be displayed in Council offices, meeting rooms, hallways and non-public areas, and can be changed with other artworks in the collection, subject to approval by the Cultural Development Officer. All changes must be recorded in the E Hive cataloguing system.

Acquisitions

1. Acquisitions will be made to the collection through purchase, gift or long-term loan in excess of 5 years. Loans of less than 5 years will not be accessioned into the collection.
2. Council will develop collection acquisition priorities based on artists, mediums or themes. Priorities will be reviewed regularly by the Cultural Development Officer in consultation with relevant art and local history advisors
3. Acquisition priority will be given to works by artists that live, work, or study in the Lithgow LGA, or which depict the Lithgow Local Government Area.
4. Works by artists from outside the Lithgow LGA will be acquired where they demonstrate high artistic merit or have a significant connection to the local area in terms of people, place and culture
5. Works will only be acquired where:
 - the donor or vendor has the legal right to donate or sell items
 - previous ownership and object provenance is established
 - works are of good quality, in good condition, and appropriate to the collection
 - works contain no hazardous material
 - works meet the policy guidelines
 - acquisition is recommended by the Cultural Development Officer and industry advisors and approved by Council
6. Funds voted by Council for art acquisition may, where appropriate, be placed in an "Acquisition Reserve Account" to permit the accumulation of funds for major purchases.

7. Additional funds for the collection may be raised by approved activities including an Annual Art Prize, and sponsorship by local business..

Management of Collection

1. A detailed catalogue of each item within the collection will be maintained by the Cultural Development Officer on E Hive and will be reviewed regularly in consultation with Lithgow Library and Eskbank House
2. Once an acquisition is approved title transfer documentation (Deed of Gift or Purchase Agreement) will be issued for each acquisition by Lithgow City Council
3. The movement of works within Council will take into account issues of condition of the works, security of the display location, and accessibility to the public. Any movement of works should be undertaken by, or approved by, the Cultural Development Officer. Changes in location will be recorded in E Hive
5. Unless on display, works will be housed securely in dedicated storage, currently in upstairs office 5 in the Hartley Building. This location will be reviewed by Council's Museum Advisor to ensure the safety of the collection (damp/ heat/security etc).

Deaccessioning

1. The Collection will be reviewed from time to time for deaccessioning to ensure its relevance to the Lithgow LGA
2. Items are to be recommended by the Cultural Development Officer in consultation with local industry experts to Council for deaccessioning where:
 - they are in poor condition,
 - or are not significant to the Lithgow LGA
 - or are no longer relevant to the collection principles as outlined in this policy
3. Works approved by Council for deaccessioning can be disposed of by donation or sale with appropriate public notice and an open exhibition or auction to allow the public to participate in the sale.
4. A reasonable effort to contact the artist, artist's family or donator of the artwork will be made to provide a first option on reclaiming the artwork for their private collection,
5. Any proceeds raised from deaccessioning are to be used to further enhance the Collection through conservation, acquisition or collection development and records must be updated in E Hive

Outward Loans

1. Requests for the loan of works from the Collection for external exhibitions are subject to the borrower demonstrating their ability to provide security, insurance and to meet any environmental standards and copyright issues deemed necessary by the Cultural Development Officer
2. Outward Loans will be assessed by the Cultural Development Officer and their recommendation made to the General Manager for approval.
3. Borrowers will cover all costs associated with conservation, preparation, insurance and transport of the items to and from the exhibition location.
4. Approved long-term loans will be lent for an initial 12 month period with the possibility for annual renewal based on an inspection by Council. Council will inspect the borrower's compliance with the policy and if terms of the policy are breached the loan will be

cancelled. In this instance the borrower will meet all associated costs.

5. The Cultural Development Officer will keep a record of all Outward loans in Council’s Records Management System.

Permanent Donations

1. Requests for the permanent donation of works from the Collection for external exhibitions are subject to a resolution of Council.

Maintained by Department:	Corporate & Community	Approved by:	Council		
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