

PUBLIC ARTWORK MANAGEMENT POLICY

This document is the parent policy for any college or divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Operations
Approval Date:	January 12, 2017
Effective Date:	February 1, 2017
Policy Owner:	Vice President, External Affairs and Corporate Counsel
Policy Administrator:	Director, Brand & Market Development

Objective: NorQuest College (college) is committed to acquiring, managing, and exhibiting artwork that improves the campus community through learning opportunities and physical space enhancement.

The purpose of this policy is to provide a framework for the acquisition, management, and deaccession of NorQuest College's Artwork Collection, as well as display of artwork owned by another party.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy: NorQuest College will acquire, manage, and display diverse and engaging artwork that:

- Celebrates the inclusive culture of the NorQuest College community;
- Promotes cultural awareness and appreciation in the community;
- Enhances the NorQuest experience by providing opportunities for students, employees, and visitors to learn and grow through interaction with the collection while enhancing physical spaces on campus; and
- Enhances the college's profile in the broader community by attracting visitors, thereby enhancing the college's presence and unique market position.

The college will establish a Public Artwork Management Committee to provide direction and decision-making related to this policy and related procedures.

Definitions: **Accession:** the process of acquiring any artwork by the college at one time from a single source as an addition to the collection.

Acquisition: the documented transfer of title (legal ownership and responsibility) of any artwork to the college, whether through donation, purchase, commission, transfer, exchange, or any other method and by rental, lease, or loan for a set period of time where the ownership of the artwork remains with the original owner.

Artwork: an object created, manufactured, or produced by human art, craft, or workmanship, including but not limited to paintings, drawings, prints, photographs, sculpture, architecture, installations, digital, and electronic works.

Deaccession: the process of formally removing artwork from the collection. The deaccession process includes the formal review and approvals process that lead to the removal of artwork from the collection.

Disposition: following deaccession, the process of discarding or transferring ownership and possession of deaccessioned objects.

Donation: A voluntary transfer of property without valuable consideration to the donor. In order for a gift to qualify for a charitable tax receipt the following three conditions must be satisfied:

- some property, usually cash, is transferred by the donor to the college,
- the transfer is voluntary, and
- the transfer is made without expectation of return. In alignment with Canada Revenue Agency (CRA) guidelines: it may be permissible for donors to receive recognition for their gift, including donor wall listing, signage and plaques, or naming opportunities for buildings, displays, education programs, etc. Donations can be in many forms including: cash, gift in kind, planned gift, and endowment.

Exhibitions: the display of artwork in the collection on college campuses.

NorQuest College Artwork Collection (“the collection”): Artwork that has been acquired by the college or artwork that is on display at the college and owned by another party. This does not include artwork acquired by the Students’ Association of NorQuest College or artwork from individual employees’ or students’ personal collections.

Public Artwork Management Committee (“the committee”): a standing committee reporting to the President & CEO that reviews all acquisitions, exhibitions, and decisions relating to the collection in accordance with the Public Artwork Management Policy.

Related Information:

[Donation Policy](#)

- [Donation Acceptance Procedure](#)

[Facility Operations Policy](#)

- [Space Allocation & Utilization Procedure](#)
- [Managing Displays on Common Area Wall Space Procedure](#)

[Procurement Policy](#)

- [Contract Management Procedure](#)
- [Goods and Services Procurement Procedure](#)

[Tangible Capital Asset Management Policy](#)

- [Asset Inventory Management Procedure](#)
- [Capitalization & Amortization Procedure](#)

[Signing Authority Policy](#)

[Code of Conduct Policy](#)

Related Procedures:

Artwork Acquisition and Accession Procedure (new)
 Artwork Management and Exhibition Procedure (new)
 Artwork Deaccession Procedure (new)
 Collections Maintenance Procedure (to be developed)

Next Review Date:

January 2021

Revision History:

New