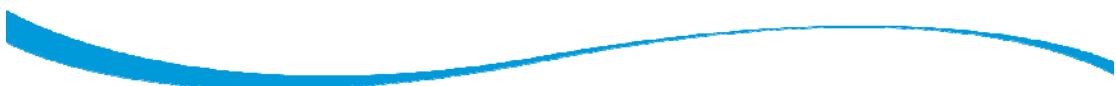




SYDNEY CHILDREN'S HOSPITAL FOUNDATION

**ART PROGRAM
COLLECTION POLICY**

July 2008



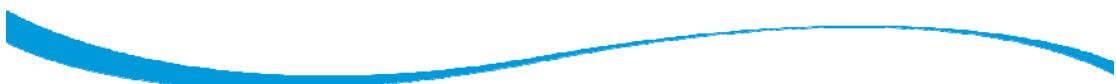
Art Program Collection Policy

CONTENTS

- 1. Mission Statement**
- 2. Introduction**
- 3. Aims**
- 4. Acquisitions**
- 5. Documentation**
- 6. Loans**
- 7. Display, storage and conservation**
- 8. Deaccessioning**
- 9. Definitions**

Forms detailed in this document:

**Arts Accession Register Form
SCH Foundation Accession Form
Donor Form and Deed of Gift
Acknowledgment letter
Incoming Loan Agreement
Outward Loan Agreement
Deaccession Form**



SCHF ART PROGRAM COLLECTION POLICY

1. MISSION STATEMENT

To create a supportive and understanding ambience for children who are unwell, their families, staff and visitors to the Sydney Children's Hospital by collecting, displaying, interpreting and researching visual arts and crafts within a healthcare environment.

2. INTRODUCTION

Sydney Children's Hospital (SCH) provides high quality, comprehensive services to its catchment communities and specialised tertiary referral services for the children of New South Wales and beyond. SCH strives to create an atmosphere of healing, warmth, caring, diversion and assurance for sick children, families and carers.

The SCH Art Program Collection Policy complements this environment. This Policy outlines strategies to stimulate awareness amongst patients and their carers, staff and the wider community of the benefits of visual arts in the context of the Hospital.

The SCH Art Program Collection Policy is administered through the SCH Foundation's Arts Program, and has been ratified by the SCH Foundation's Board on **XXXX**.

3. AIMS

The Art Program channels the diversity and potency of the visual arts – in all its forms – to improve the lives of the Hospital's brave young patients, to inspire and engage their families and carers, and to develop the Sydney's Children's Hospital Artspace into a dynamic cultural hub for the Hospital and the wider community.

The aims of the SCH Art Program as embodied in this Collection Policy are:

- To help children and families feel welcome and provide a distracting, caring, healing, warm and assuring environment
- To make the Hospital into a vibrant, reassuring and vibrant place of healing and culture
- To celebrate children and the diversity of the community thereby giving an identity to Sydney Children's Hospital.
- To support the healthcare services provided by the Hospital
- To provide a forum where emerging and leading artists can engage with new audiences



This is achieved by:

- Managing and developing a permanent collection of high artistic quality
- Acquiring works that meet the guidelines outlined in this Policy
- Acquiring and displaying children's art
- Integrating the visual arts into the rehabilitative, therapeutic and educational activities of the Sydney Children's Hospital
- Working with key partners (such as National Art School, College of Fine Arts [UNSW], Sculpture by the Sea, individual artists and galleries, other Children's Hospital and CHFA) to produce dynamic rotating art exhibitions in the Hospital's two Artspaces and to develop other collaborative activities
- Making the activities of the SCHF Arts Program relevant and accessible to children, adolescents, their families and staff.
- Participating in commercial ventures and sponsorships that provide funds for the provision and conservation of the arts and cultural services to the Sydney Children's Hospital
- Adopting a strategic overview to ensure the long-term sustainability and success of the Arts Program by incorporating the Program into any Foundation planning and policy development, developing an annual operational and financial plan, developing ongoing relationships with funding bodies and benefactors, and by planning and implementing collection management practices to ensure the collection is cared for in perpetuity*

**i.e. the collection and its significance is accurately documented, the collection is properly housed and displayed, significant artworks are insured, the collection is secure and preventive and remedial conservation practices are carried out appropriately and with adequate resources*

The SCH Foundation Art Program's stakeholders are (in order of priority):

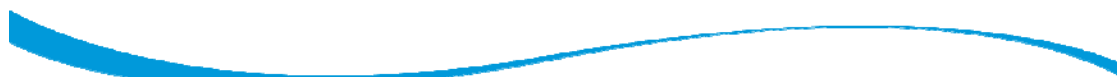
- SCH patients and their families
- SCH staff
- SCH Foundation staff and the SCH Foundation Board
- Supporters of the Hospital
- Visitors to the Hospital
- The wider community

4. ACQUISITIONS POLICY


SCH Foundation Collecting Parameters:

The SCH Foundation will acquire artworks that:

- Meet the aims of Item 3 of this Policy and directly benefit the Hospital
- Are of a high aesthetic and draughtsmanship standard
- **Do not** feature explicit nudes or anatomy, viscera, foreboding or negative subject matter, specifically religious or political iconography, or that depict deceased Aboriginal persons



- 4.i Acquisitions to the Collection may be in the form of donation, bequest, commission, purchase, exchange, grant or through the Federal Government's Taxation Incentives for the Arts Scheme (Cultural Gifts Program)
 - 4.ii All works acquired for the Collection are to be approved by the Arts Curator who will consider the relevance of the work to the Hospital's Arts Environment, Arts Environment's Aims (set out in Item 3) and in accordance with this Collection Policy. In exceptional circumstances, artworks may be acquired by the Sydney Children's Hospital Executive Director or the Sydney Children's Hospital Foundation's Chief Executive, in consultation with the SCH Foundation Arts Curator.
 4. iv Acquisition and display of artworks may require the consultation with appropriate clinicians regarding issues relating to the clinical management or emotional status of individual children and families.
 4. v Display, conservation and storage requirements of an object will be taken into consideration before acquiring items.
 4. vi Only works in good condition, which does not require extensive conservation will be accepted into the SCHF Arts Program Collection. However, acceptance may be considered if funding for any necessary treatment is also forthcoming from the donor/vendor. A conservation report must accompany any works which have undergone conservation treatment.

Works in good condition but identified as possibly requiring ongoing or future conservation/maintenance will be considered for acquisition if the artwork is significant and if funding or sponsorship for future conservation/maintenance, is also forthcoming from the vendor.
 4. vii Conditional donations will not be accepted. The donor must demonstrate clear legal title. A signed SCHF Acquisitions Form will provide proof of ownership and protect the SCH from future claims. Documentation and provenance relating to the work must be available.
 4. viii Works comprising the SCH Art Collection become the property of the SCH Foundation, unless otherwise specified.
 4. ix Works of art which have been acquired by a unit of the Hospital without the approval outlined in Clause 4.ii, are not regarded as part of the SCHF Art Program Collection. The curation, insurance, valuation, security, conservation, framing, maintenance, freight, relocation and installation of such works are not the responsibility of the Arts Program but of the individual unit/s concerned.
 4. x Works of art which have been acquired as outlined in clause 4.vii but which fit within the guidelines of the Arts Environment Policy (Item 3), may be accepted into the SCH Art Collection via Clause 4.ii, if offered by the relevant unit in the Hospital. Responsibility for all or part of the works may be accepted, if agreed to in writing under conditions set out
- 

and agreed to between the SCH Arts Committee and the unit/s concerned.

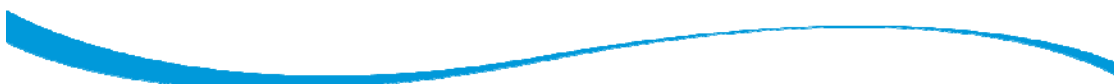
- 4. xi Families wishing to donate works of art in memory of a child should be offered the alternative of donating money to the Arts Program Fund for the benefit of all children in the SCH. Donations will be appropriately acknowledged by the SCHF. Approaches to staff regarding the donation of an artwork must be referred to the Arts Curator. Individual memorials to any specific child on any hospital wall are to be discouraged.
- 4. xii Medical or Research Posters may not be hung within the public areas of the SCH. They should be displayed at suitable venues or in private offices. The Arts program is not responsible for hanging these posters.

4. a Collection Management and Acquisition Procedures

- 4.a.i Items for acquisition will be reviewed by the SCHF Arts Curator, occasionally in collaboration with the SCHF Operations Manager, the SCHF Chief Executive or the Executive Director of the SCH.
- 4.a.ii SCHF Arts Program Curator is responsible for all curatorial and registration aspects of the collection including cataloguing, photographing, copyright, lending, labeling, display and installation, valuation and insurance, security and housekeeping.
- 4. a.iii Acquisitions will be recorded in the Arts Program Accession Register.
- 4. a.iv Works identified as suitable for areas within the Hospital that are considered a priority and in need of artwork, will be viewed favourably.

5. DOCUMENTATION/REGISTRATION

The SCH Foundation Arts Curator will fully document the acquisition procedure. All documentation forms will be kept in the administration files.

- 5. a An Acquisition Form will be completed for each work.
 - 5. b On acceptance, the signed Acquisition Form, with letter of acknowledgment, will be sent to the donor by the SCH Foundation Arts Curator. If not accepted, the work will be returned to the donor, personally if possible, with written explanation of policy and thanks.
 - 5. c Upon obtaining title to the work, an entry is made in the SCH Arts Accession Register. A photograph is to be taken and filed in the Register and digitally on the SCH Foundation network drive.
 - 5 d Once a hard copy is entered into the Accession Register, a new entry is completed on the Foundation's collection database.
 - 5. d The item is then displayed or placed within temporary storage until a suitable location is identified. The site for the display of the work will be
- 

defined in collaboration with the SCH Operations Manager and appropriate Nursing Unit Manager or his/her nominee.

5. e The item will be labeled in accordance with the Arts Program's labeling style. The donor will not be acknowledged on the label unless otherwise specified.

6 LOANS

Works in the SCH Art Collection may be borrowed or lent at the discretion of the Arts Program Coordinator in consultation with the SCHF Operations Manager.

Inward and outward loans will be considered if they further the aims of the SCH Arts Program and its Aims (Item 3)

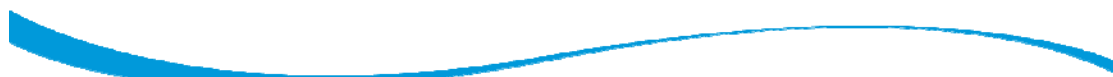
Loans will be fully documented in Inward/Outward Loan Forms before loans take place. An official lending agreement will be forwarded to successful loan applicants for their completion and signature before work is released.

Time limits are to be monitored by the Arts Program Curator. A Condition Report of the work on arrival and departure from the Hospital is to be included in the Inward/Outward Loan Form.

6. a Conditions of outward loans:

The following conditions appear on the Outward Loan Form and are agreed to by the borrower and SCH.

6. a.i The borrower will receive the object/s in good condition unless otherwise noted on the outward loan condition report. Receipt of any servant, agent or contractor of the borrower shall be regarded as the receipt of the borrower.
6. a.ii The borrower shall not modify or alter the object/s in any manner whatsoever.
6. a.iii The object/s shall be displayed, stored and/or transported in a manner acceptable to SCH Foundation's Art Curator
6. a.iv The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object/s.
6. a.v All freight shall be arranged by the borrower through persons or organisations acceptable to the SCH Foundation's Arts Curator. All costs are to be covered by the borrower. All additional costs such as crating, packing and reinstallation on return, where applicable, are to be met by the borrower.
- 6.a.vi Should any damage occur during transit, SCHF and the carrier shall be notified immediately, and all packing materials shall be saved until the



Hospital or the carrier (or its agent) has had the opportunity to inspect them.

6.a.vii The borrower shall exercise all care as regards the security of the object/s and their protection from fire, adverse effects of the weather or any other cause of loss, damage or deterioration. In the event of any such loss, damage or deterioration the borrower shall notify the SCH Foundation's Arts Curator immediately.

6. a.viii All loans must be acknowledged as being the property of the SCH Foundation, Randwick in all publicity material, publications, display labels etc. The Hospital's name must appear in full and no abbreviated forms are acceptable.

6. a.ix All works in the SCH Foundation Art Collection are covered by copyright legislation. Permission to reproduce any work must be granted in writing by the copyright holder and the SCH Arts Program Curator prior to publication in any form. Copies of any publication are to be forwarded to the SCH Arts Program Curator for archival purposes.

6. a.x Officers and/or employees of SCHF shall be permitted access to the borrower's premises for the purpose of examining the object/s.

6. a.xi The borrower may be required to return loaned work/s at any time, but no later than the expiration of the period of the loan.

6. a.xii All works must be returned in the condition in which they were despatched. Works on loan must not undergo any conservation treatment, reframing, hanging alterations or other changes without consultation with the Arts Program Curator and/or unless agreed to in writing by the SCH.


6. a.xiii The borrower must provide evidence of insurance cover before any work can be released for loan. The borrower shall maintain door-to-door all risk insurance cover to the value agreed to by both the Hospital and the borrower.

6. b Conditions of inward loans:

6. b.i Sydney Children's Hospital Foundation will exercise the same care in respect to the loan as it does in the safekeeping of comparable property of its own.

6. b.ii Loans shall remain in the possession of Sydney Children's Hospital Foundation for the time specified on the Loan Agreement Form but may be withdrawn from exhibition at any time on the advice of the SCHF Art Curator and/or the SCHF Executive.

6. b.iii The Sydney Children's Hospital Foundation and the Sydney Children's Hospital cannot accept any liability for damage to, or the insurance of artworks while on the property of both parties. All due care will be taken



to ensure artworks on loan to both parties are professionally and safely handled, displayed and cared for. It is recommended that the lender maintains his/her own insurance coverage if required.

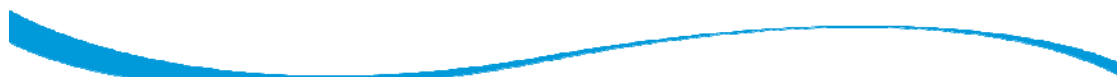
7 DISPLAY, STORAGE AND CONSERVATION

- 7. a Display and storage restrictions of the Foundation's offices and the Hospital must be considered before an item is acquisitioned. Acceptance of works to the SCHF Art Program collection is subject to the availability of space for display that is secure from risk and environmental damage.
- 7. b Temporary storage availability and accessibility and conservation of works are to be considered.
- 7. c Archival quality materials will be used for conservation, preservation, storage and display where possible.
- 7. d Periodic checking of works in the Art Collection by the Arts Program Curator will minimise damage or deterioration of works.

8 DEACCESSIONING

Items that no longer meet the Aims (Item 3) of the SCH Arts Program Collection Policy may be deaccessioned from the SCH Art Collection upon the recommendation of the SCHF Arts Curator and formal ratification by the SCH Foundation Board. Deaccessioning – or the permanent removal of an object from the collection - should not be used to remove works because of changes in fashion, social mores or the taste of administrators. Deaccessioning works from the SCH Foundation Arts Program collection is at the discretion of the SCHF Arts Curator on consultation with the SCHF Operations Manager and/or the Chief Executive and where there are no legal restrictions to deaccession an item. Reasons for deaccession may include:

- i. Lack of relevance to the SCH Arts Program or its objectives as specified in this Policy
- ii. A work is better suited for another institution
- iii. The work cannot be safely or viably housed or displayed (without posing a risk to staff, visitors to the Hospital and the artwork itself)
- ii. A work is damaged beyond repair or beyond reasonable cost relative to its value.
- iii. It is a lesser quality duplicate of an object the Sydney Children's Hospital Foundation already owns.
- iv. No evidence of clear legal title or has been acquired unethically
- ii. Theft or loss
- v. Inferior workmanship
- vi. Erroneous inclusion in the collection
- vii. New information leading to reappraisal of relevance to SCH Hospital
- viii. Repatriation of cultural property.



8. b. Deaccession Procedures

- 8. b.i The object identified for removal from the collection by the SCH Foundation Arts Curator will come before the SCH Foundation Board for ratification. Where possible this must be accompanied by a signed Accession Form pertaining to artworks in question, documenting the Foundation's proof of title of the artwork(s).
- 8. b.ii The object identified for deaccession must be held by the Foundation for a three month 'cooling off' period before it is finally disposed of. If damaged beyond repair the object may be disposed of after insurer, or the SCHF writes it off. A Deaccession Form is to be filed documenting reason, proposed method of disposal and date of beginning of 'cooling off' period.
- 8. b.iii SCH and SCH Foundation Staff, volunteers, committee members and their families are unable to purchase at public auction or through private sale, any object that has been deaccessioned for the collection.
- 8. b.iv Funds acquired from the sale of the deaccessioned work are to be used solely to fund future Sydney Children's Hospital Foundation Arts Program activities and collection development/management.
- 8. b.v Disposal Procedures
 - 1. If the artwork is of significant value, the artwork will be sold through public auction via a reputable auction house/dealer (following notification to the donor and/or representatives). All proceeds to go towards SCH Foundation Art Program activity.
 - 2. If the artwork is of lesser value, the artwork will be returned to the donor or the donor's family.
 - 3. Offered to another collecting institution
 - 4. Used as an education/interpretative tool
 - 5. Destroyed or recycled if appropriate.
- 8. b.vi Works to be deaccessioned will be fully documented in the Arts Accession register and on any related documentation systems. A copy of documentation pertaining to the work will be retained in the Arts Program archives.
- 8. b.7. Works, which have been donated under the Taxation Incentives for the Arts Scheme (Cultural Gifts Program) are eligible for deaccessioning and disposal if these works no longer fit within the guidelines of this SCH Foundation Collection Policy. However the Committee on Taxation Incentives for the Arts prefers that such items be transferred to another public collection rather than sold and that the item/s are not returned to the original donor or donor's family.

This policy is to be updated December 2010.

DRAFTED 16 July 2008

AMENDED

