



Memorial University of Newfoundland

Art Collection

Approval Date: 2018-05-10

Effective Date: 2018-05-10

Review Date: 2023-05-10

Authority:

Provost and Vice-President
(Academic) through the Memorial
University Visual Arts Collection
and Gallery Committee

Purpose

To outline the authority, roles and responsibilities associated with:

- the process and rationale for acquiring Artwork;
- the storage, conservation and other aspects of the care of Artworks;
- the maintenance of record-keeping for Artworks;
- the process and rationale for deaccessioning of Artworks;
- the lending or borrowing of Artwork; and
- the display or permanent installation of Artwork.

Scope

Artwork and the University's Art Collection.

Exclusions:

- art of the Memorial University Permanent Collection, which is administered through an agreement between Memorial University of Newfoundland and The Rooms;
- art held in the University Libraries;
- art held in any University department, unit or campus that has not been accessioned by the Grenfell Campus Permanent Collection, University Libraries, or otherwise reviewed through an art acquisition process.

Definitions

Art Collection — Artwork under the care, control or custody of the University including the curated Grenfell Campus Permanent Collection and its subcollections.

Ancillary Art Collection — Artwork received by a Memorial University department or unit that is submitted to the Curator for review and potential inclusion in a separate database of Memorial-owned artwork that sits outside the Art Collection.

Art Liaison — A University employee based in St. John's who is responsible for the management of aspects of the Art Collection at St. John's Campus and Marine Institute and who liaises with the Memorial University Visual Arts Collection and Gallery Committee, The Rooms Provincial Art Gallery, Director of the Grenfell Campus Art Gallery and various Memorial units and individuals. An archivist from Memorial Libraries serves as the Art Liaison.

Artwork — Including but not limited to paintings, drawings, prints, photographs, sculpture, fine craft, installations, ephemeral and conceptual works, and digital and electronic works. Artwork may be a single item or an integral unit made up of components. Artworks may also be part of the fabric of buildings, such as stained glass in windows, or displayed outdoors.

Curator — Director of the Grenfell Campus Art Gallery.

Deaccessioning — The formal alienation of Artwork from the Art Collection. As used in this policy, deaccession means that in compliance with relevant laws, ethical guidelines and policies, the appropriate authorities of the University have concluded that a work of art may be removed from the Art Collection and be further considered for disposal.

Disposal — An administrative function that follows deaccession and which may include sale, exchange or destruction.

Facility Report — A report provided by an institution documenting security and environmental standards, including the record of relative humidity and temperature controls in storage and exhibition spaces for the previous two to three years.

Grenfell Campus Permanent Collection — The curated collection of Artwork held in public trust and actively maintained and developed by the Grenfell Campus Art Gallery since 1988. The mandate of the Grenfell Campus Permanent Collection is to collect great significant historical art and contemporary art practices with a focus on the culture of Newfoundland and Labrador and the mission of Memorial University.

Visual Arts Student Collection — A subcollection of the Grenfell Campus Permanent Collection that holds artwork produced by students in the Bachelor of Fine Arts visual arts program. The collection was most actively developed between 1990 and 2015.

Memorial University Permanent Collection — A curated art collection that was most actively developed from 1961 to 1994 through purchases and donations. The mandate of the Memorial University Permanent Collection was to acquire Canadian contemporary art and crafts, with a focus on works created by artists living in Newfoundland and Labrador. The collection

contains primarily paintings, original prints, photographs, sculpture and textiles. From 1961 to 1994, the collection was housed at and managed by the Memorial University Art Gallery. In 1994 the Art Gallery of Newfoundland and Labrador was established as a separately incorporated entity by the Board of Regents. In 2003 the operations and collections of the Art Gallery of Newfoundland and Labrador were transferred to the Government of Newfoundland and Labrador. Since then, the University's curated Permanent Collection has been housed and cared for by The Rooms Corporation of Newfoundland and Labrador's Art Gallery Division. The curated collection is now static -- i.e., there will be no additional acquisitions

Official University Records — See [Information Management](#) policy.

University — Memorial University of Newfoundland.

Policy

1. GENERAL

1.1 The management and development of the Art Collection is directed and supported by the University's [vision, mission, and values](#) and overseen by the Memorial University Visual Arts Collection and Gallery Committee, whose Terms of Reference is here.

1.2 Decisions relating to acquisition and deaccessioning of Artwork are the responsibility of the Curator, in consultation with the Visual Arts Collection and Gallery Committee, in accordance with applicable policies and procedures.

1.3 Decisions on exhibition and loan or other temporary, long-term or permanent display of Artwork from the Art Collection, whether inside buildings or outdoors, as well as reproduction or any other use of the Artwork must be approved by the Curator and meet professional standards for care, reproduction and display of the work.

1.4 The Curator must be consulted relating to the exhibition, commission and promotion of all visual art at the University to ensure standards of care and professional best practices are being upheld.

2. CARE AND CONSERVATION OF ARTWORKS IN THE COLLECTION

2.1 Artwork accepted into the Art Collection or on loan to the University must be handled and maintained according to best-practice museological standards. (See [Related Documents](#) section.) The University carries insurance policies for the protection of assets, including the Art Collection, as per the [Insurance Coverage - Property and Liability](#) policy.

2.2 Providing research, teaching or display access to Artwork is balanced against the inherent risk associated with deterioration, damage and theft, such that the safety of the Artwork takes priority when it is not reasonable to provide access, within the resources and facilities of the University.

2.3 An alternative to providing access to Artwork is access to the information about Artwork. Within the reasonable use of resources and compliance with copyright and other regulations, the

Curator or the Art Liaison may provide access to images of, and public information about, Artwork in the Art Collection.

2.4 The Curator and the Art Liaison are responsible for ensuring that best museological practices are met for all aspects of Artworks collection management, storage and exhibition facilities, including standards for:

- environmental controls for gallery and storage space;
- secure storage and display;
- protection against flood, pests, theft, and vandalism;
- methods and conditions for the handling, transport, storage, and display of Artwork
- displaying and providing study access to Artworks;
- general art handling, including but not limited to installing and de-installing exhibitions;
- exhibition and display lighting;
- tracking location and loan activities;
- framing, matting, and/or display in cases; and
- transporting Artwork on or off University premises.

2.5 Only those persons authorized by the Curator or Art Liaison, and trained in art handling, are permitted to handle Artwork in the Art Collection. This includes artwork loans to faculty, staff and units.

2.6 The Curator assesses the physical condition of the Art Collection on an ongoing basis to identify, document and report on Artwork that requires care, conservation and to identify priority cases.

2.7 The Curator ensures an inventory of Artwork at least every five years. Artwork in the Ancillary Art Collection is exempt from this periodic inventory.

2.8 The Curator or Art Liaison is responsible for initiating any conservation action on Artwork, in consultation with the Memorial University Visual Arts Collection and Gallery Committee. Any conservation work must only be carried out by a qualified conservator or in consultation with a person with appropriate training and expertise.

2.9 Damage to Artwork must be reported, in writing, to the Curator or Art Liaison, who shall update the Art Collection Official University Records, or the Ancillary Artwork Collection database, accordingly.

2.10 Theft of Artwork must be reported to the respective campus enforcement office, through the University's Incident Management system. The campus enforcement office must notify the Curator or Art Liaison, who shall update the Art Collection Official University Records, or the Ancillary Artwork Collection database, accordingly and follow the [Procedure for Reporting Changing Conditions for Insurance](#).

3. ACQUISITIONS

3.1 The authority for the acquisition of Artwork rests with the Curator in consultation with the Visual Arts Collection and Gallery Committee.

3.2 Acceptance of donations of Artwork must be made in accordance with the University's [Gift Acceptance](#) policy and related procedures, particularly the [Procedure for Appraising and Accepting Outright Gifts](#) and the [Procedure for Procuring Artwork](#). The University will cover appraisal costs, if not covered by the donor, for a conditionally accepted artwork, in accordance with the [Procedure for Procuring Artwork](#). All donations to the Art Collection are normally irrevocable upon the formal transfer of title to the University, determined by the date of signing the gift agreement. The Curator must notify Risk and Insurance Services when a donation of Artwork has been accepted, in accordance with the [Procedure for Reporting Changing Conditions for Insurance](#).

3.3 Any purchase of Artwork must be approved by the Visual Arts Collection and Gallery [Committee](#), on the recommendation of the Curator. All purchases must comply with the [Procedure for Procuring Artwork](#). Commissions of Artworks must be approved by the Visual Arts Collection and Gallery Committee, on the recommendation of the Curator, prior to the commission being offered. There must be sufficient funds to support all costs related to any purchase or commission, including presentation and long-term maintenance costs.

3.4 Any Artworks intended for site-specific, permanent or long-term exhibition, particularly those intended for outdoor locations, entail considerations of location, installation, safety and on-going maintenance. The acquisition, management and care of such public art requires approval of the Visual Arts Collection and Gallery Committee, on the recommendation of the Curator, who must consult with Risk and Insurance Services and the Associate Vice-President (Facilities).

4. DEACCESSIONING

4.1 Acquisition of an object into the Art Collection is permanent and is a commitment held in public trust in perpetuity and deaccessioning is a rare practice conducted on an exceptional case-by-case basis. Before proceeding to deaccession Artwork, the University may consider offering the work on extended loan to another public institution. Deaccessioning is irrevocable, requires rigorous examination and transparency and must be undertaken in accordance with the [Procedure for Deaccessioning of Art](#).

4.2 The Curator will recommend any deaccessioning to the Visual Arts Collection and Gallery Committee, which will recommend any deaccessioning to the President (or their delegate) for approval.

5. LOANS AND BORROWING

5.1 Artwork borrowed from the Art Collection must meet professional care and museological standards, requires use of a loan agreement and must be approved by the Curator or Art Liaison, as either the lender or borrower. See [Procedure for Artwork Loans](#).

5.2 Loans of Artwork are only made to public institutions that can ensure that professional standards of care and conservation are met.

6. CONFLICT OF INTEREST

6.1 In addition to compliance with the University's [Conflict of Interest](#) policy, members of the Visual Arts Collection and Gallery Committee must also comply with practices specific to issues related to Artwork and best art museum practices. See also Visual Arts Collection and Gallery Committee's Terms of Reference.

7. RECORDS AND RETENTION

7.1 The Curator shall be the official custodian of records created for the administration of the Art Collection and shall manage those records in accordance with the University's [Information Management](#) policy and procedures.

7.2 The Official University Records include but are not limited to:

- documentation pertaining to the provenance and legal title of an Artwork, including any gift agreements;
- all correspondence, documents, and other materials pertaining to an accessioned object;
- accessioning and cataloguing data;
- photographic documentation;
- related ephemera;
- condition and conservation history;
- current location and loan records; and
- if necessary, deaccessioning and disposal information

Related Documents

Canadian Legal Framework

- "[Cultural Property Import and Export Act](#)," in R.S.C., 1985, c. C-51.
- "[The Canadian Cultural Property Export Review Board](#)," 2026.
- "[Income Tax Act](#)," in R.S.C., 1985, c. 1 (5th Supp.)

Best Museological Practices

<https://cameo.mfa.org/>, Conservation & Art Materials Encyclopedia Online

<https://www.paccin.org/>, Preparation, Art Handling, and Collections Care Information Network

Canadian Association for Conservation of Cultural Property – Code of Ethics <https://www.cac-accr.ca/import/About%20Us/ecode.pdf>, 2009

Indigenous Protocols <https://www.indigenousprotocols.art/resource-guide>

- [CMA Ethics Guidelines](#), Canadian Museums Association, 1999.
- [CMA Deaccessioning Guidelines](#), Canadian Museums Association, 2014.
- [Environmental Guidelines for Museums](#), Canadian Conservation Institute, 2017.
- [Certification of Cultural Property for Income Tax Purposes](#), Canadian Cultural Property Export Review Board, Canadian Heritage, 2015.

- [ICOM Code of Ethics for Museums](#), International Council of Museums, 2013.
- [Code of Ethics and Guidance for Practice of the Canadian Association for Conservation of Cultural Property and of the Canadian Association of Professional Conservators](#), 3rd edition (2009), published jointly by the Canadian Association for the Conservation of Cultural Property, Canadian Association of Professional Conservators, Ottawa, 2000.
- [Art Museums and the Restitution of Works Stolen by the Nazis](#), Association of Art Museum Directors, 2007.

International Statutes

- International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), <https://biblio.iccrom.org/>
- [Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property](#), UNESCO, Paris, 1970.
- [UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects](#), UNIDROIT, Rome 1995.

Procedures

- [Procedure for Appraising and Accepting Outright Gifts](#)
- [Procedure for Artwork Loans](#)
- [Procedure for Deaccessioning of Art](#)
- [Procedure for Disposal of Artwork](#)
- [Procedure for Procuring Artwork](#)
- [Procedure for Reporting Changing Conditions for Insurance](#)

For inquiries related to this policy:

Director, Grenfell Campus Art Gallery (709) 637-6209

Sponsor: Deputy Provost (Grenfell and Labrador Campuses)

Category: Governance

Policy Amendment History

Action: REPLACED

Date: 2019-05-23 15:12:56

This policy was replaced with a new version. Comment provided: Connected definitions using the definitions from the glossary.

Action: REPLACED

Date: 2022-08-24 15:02:15

This policy was replaced with a new version. Comment provided: 8/24/2022 fix broken links

Action: REPLACED

Date: 2022-08-24 15:38:31

This policy was replaced with a new version. Comment provided: 8/24/2022 updating broken links

Action: REPLACED

Date: 2024-03-05 11:53:00

This policy was replaced with a new version. Comment provided: Updated to include the Advisory Committee on Memorial University's Art Collection Terms of Reference

Action: REPLACED

Date: 2024-09-12 11:36:38

This policy was replaced with a new version. Comment provided: Updated broken links

Action: REPLACED

Date: 2025-06-30 09:11:26

This policy was replaced with a new version. Comment provided: Updated following organizational restructure.

Action: REPLACED

Date: 2025-10-03 14:24:23

This policy was replaced with a new version. Comment provided: Updated to adjust the review year period from 4 years to 5 years, as approved by the Board of Regents on October 2, 2025.

Procedure for Appraising and Accepting Outright Gifts

Approval Date: 2018-06-14

Responsible Unit: Office of
Development

The University accepts gifts based on a set of prescribed procedures.

1. Generally, the University accepts the following types of gifts: cash and gifts in kind (including publicly traded securities or privately held shares). In addition, where the gift is in keeping with its [vision, mission and values](#), the University may consider accepting the following: cultural property, art, real estate and life insurance. Any or all of the following may be required in consideration of proposed gifts:

- Purpose of the gift.
- Estimated fair market value.
- Description of property or in kind gifts (e.g. real estate, shares in privately-owned companies, personal property and other property interests) where it is difficult to obtain an appraisal or market value.
- Income, expenses, encumbrances and carrying costs associated with the gift.
- Other information about the gift that might, now or at some time in the future, negatively impact the interests of donors and/or the University.

For property that is not inventory (e.g. inventory of a business, publicly traded securities, real estate or Canadian Cultural Property), the University may need to:

- Ascertain when the property was acquired by the donor.
- Ascertain how the property was acquired.
- Determine who previously owned the property.

2. A written gift agreement may be required. All gift agreements shall first be reviewed and approved by the Executive Director, Office of Development or their designate. The review and approval process may be delegated in certain circumstances and any such delegation must be made in writing.

3. The Executive Director, Office of Development, in consultation with the Development Advisory Committee, and where appropriate the applicable Vice-President(s), will recommend whether to accept or reject the following types of gifts in order to protect the interests of donors and the University:

- Gifts of real estate, shares in privately-owned companies, personal property and other property interests which cannot be readily appraised or marketed.
- Gifts involving trusts or interests in property.
- Gifts to which conditions are attached or which may expose the University to potential liability.

Acceptable Gifts

Indicators that a gift is acceptable include:

- The University has a use or need for the gift or when there is no immediate need, the gift is marketable.
- The gift and its accompanying terms of use are legal.
- The purpose of the gift is compatible with the work/priorities of the University or the unit for whose benefit the gift is intended.
- The size and/or benefit of the gift are not perceived to be disproportionate to the work or cost required to support or sustain the gift.
- There is no physical or other hazard and/or liability concern associated with the gift.

Unacceptable Gifts

At times, the University may choose to decline a gift. [SEE PROCEDURE FOR DECLINING A GIFT.](#)

Methods for Accepting Outright Gifts

Gifts of Cash

Gifts of "cash" (cash, cheque, money order, bank withdrawals, payroll deduction and credit card) are accepted by the University.

Bequests

The University's official name for purposes of all wills and similar documents is "Memorial University of Newfoundland".

Sample bequest language will be made available to donors and their lawyers to ensure that the bequest is appropriately designated, is deemed feasible at the time of designation, and that the proper legal title for the University is used.

A bequest of an appropriate amount can be used to create named Endowment Funds or Term Funds. Donors are encouraged to frame the designation as broadly as possible and identify in their wills their intention to create these funds. A gift agreement confirming the donor's wishes may be prepared.

Donors are invited and encouraged to provide information to the University about their bequests and, if they so choose, to send the University a copy of the relevant section of their will. This will allow for appropriate recognition during the donor's lifetime.

University staff do not provide professional consultation to donors in the preparation of their wills, or become involved in the execution or witnessing of a will in which the University is named as beneficiary. Neither University staff nor the University may be named as executor in such situations.

During the administration of an estate the Office of Development may engage professional expertise, as appropriate. Any professional fees associated with administration of the estate are deducted from any gift designated to the University from the estate. The net value of the bequest will be directed to the purpose specified by the donor whenever possible.

Following receipt of the designated gift, the University will issue to the estate a charitable tax receipt in the value of the gift.

Gift of Life Insurance

The University encourages gifts of life insurance. There are various methods by which a life insurance policy may be contributed to the University.

The administration of a gift of life insurance is overseen by a representative from the University's Office of Development or designate.

This representative or designate will request a copy of the donor's life insurance policy, confirming the University's designation as owner and beneficiary. In cases where a donor designates the University as the irrevocable owner and beneficiary of a life insurance policy, the policy must be officially signed over to the University and the policy statements held by the University. Where a donor designates the University as the beneficiary only, the donor is encouraged to share a copy of the policy information with the University for gift planning purposes.

In the case of policies in which the University is both the irrevocable owner and beneficiary, and for which premiums are still owing, tax receipts will be issued to donors for the dollar value of the premium paid by the donor in the tax year. For a donor to receive a tax receipt for premiums paid on life insurance policies, the University must be both the beneficiary and the irrevocable owner.

If the original donor is no longer willing or able to make the required premium payments, the University may continue the premium payment or take other appropriate action. The University representative or designate may consult with an actuary, as feasible, to receive advice as to whether to continue to pay the premiums or cash in the policy. The Vice-President (Administration & Finance) will determine the action to be taken after ascertaining the type of policy.

Upon receipt of confirmation of the irrevocable transfer of a life insurance policy to the University as owner and beneficiary, or receipt of annual confirmation of the policy's paid-up status, the University will issue a charitable tax receipt for the appropriate value.

Gift of Public and Private Securities

Under most circumstances, the University will accept gifts of publicly traded securities. The gift must be made in-kind to the University for the donor to receive the capital gains tax exemption. Donors are encouraged to identify a preferred designation for their gift of securities. A gift agreement confirming the donor's wishes may be prepared for both the donor and the University to sign.

Where possible, an electronic transfer of securities is encouraged.

The administration of a gift of securities is overseen by a representative of the University's Office of Development or designate in consultation with the Board of Regents' Investment Subcommittee of its Finance Committee.

In the instance of an electronic transfer of public securities, this representative will:

- Assess, with appropriate consultation, if the gift is marketable and acceptable.
- Consult directly with the donor's broker, if required.

- Identify immediately to the Investment Subcommittee the name of the donor; the name of the delivering broker; the name and number of delivered shares; and the Committee on Uniform Security Identification Procedures (CUSIP) code number.
- Request written confirmation of the date of transfer from the donor's broker (normally provided by the Investment Subcommittee via its financial statement to the University).
- Once the date of transfer is confirmed, the sale of shares is at the close of business on the day that the shares are received.

The University may accept privately held securities. In the instance of a gift of private securities, the donor would sell the shares and donate the proceeds to the University.

It is the University's practice to transfer immediately to the designated University account the funds equal to the value at donation. Instruction is given to the University's investment broker to sell the shares as quickly as possible; normally, it is not the University's intent to retain donated securities as part of the institution's financial holdings.

Upon confirmation of the receipt of a gift of public securities, the University will issue a tax receipt for the value of the gift on the date the University takes ownership of the shares. The amount indicated on the tax receipt is based on the value of the shares on the market at the close of the day they are received by the University.

Gifts of Art, Manuscripts, Books or Other in Kind Publications

The University requests a written letter or form that confirms the offer of the transfer of ownership from a donor before proceeding with the establishment of a fair market value and retains the right to process donations within a reasonable time frame or to decline donations. In the case of a gift of Artwork, a gift agreement, rather than a letter or form, is required. See also the Acquisitions section of the [Art Collection](#) policy.

The University will seek appraisal for gifts of art, manuscripts, books or other in-kind publications in accordance with guidelines of the Canadian Cultural Property Export Review Board and CRA.

The ongoing maintenance of the gift is the responsibility of the University. The cost of appraisal(s) and any shipping and related expenses may be donated or otherwise paid for by the donor or paid from the proceeds of the sale of the gift, if agreed upon by both the donor and the University. The University accepts appraisal costs if not covered by the donor.

With gifts-in-kind and, in particular gifts of artwork and cultural property, the University will ensure full compliance with CRA directives.

Gifts of Retirement Plan Assets

Gifts of Registered Retirement Savings Plans, Registered Retirement Income Funds, or other retirement plans can be a tax advantageous method of making a planned gift, and are

encouraged, provided that the donor, upon consultation with their advisors, determines that this is compatible with their overall estate plan and philanthropic goals.

Outright gifts of assets from retirement plans will only be accepted provided the donor, in consultation with their professional advisor, determines that they can part with such assets without compromising the financial security of their retirement years and that the tax consequences are acceptable.

Gifts of Real Estate

The University requires an appropriate level of written appraisal of the property. From time-to-time, it may be necessary for the University to secure an additional independent appraisal in order to establish fair market value and the amount of the income tax receipt.

In addition, the University may require any or all of the following to ensure the real estate does not present a liability:

- a land survey;
- home inspection;
- an environmental assessment of the property; and
- a water test

At any time, the University may also request other appraisals or inspections to ensure there is no liability to the University in accepting a gift of real estate.

The University will also seek assurance that there is no lien on the property and the donor has full and clear title.

The University sells gifts of real estate, as soon as possible. In rare situations, and in keeping with [*An Act Respecting The Memorial University of Newfoundland*](#), property may be retained for University investment purposes or for use in accordance with the [*vision, mission and values*](#) and plans of the University.

Canadian Cultural Property

The [*Cultural Property Export and Import Act*](#) encourages Canadians to keep cultural property outstanding significance and national importance in Canada by providing incentives for Canadians who give this type of property to designated institutions and public authorities. Any Canadian Cultural Property Export Review Board (CCPERB) application will be taken on at the discretion of the Curator.

Charitable Trusts

A charitable trust may be established with cash, securities, real estate or other assets. Upon request, the University may provide a sample gift agreement. The actual gift agreement is

reviewed and final decision about acceptance remains at the discretion of the University's Board of Regents.

University staff will not provide professional consultation to donors in the preparation of their trust.

Charitable Remainder Trusts

In the instance of a gift of residual interest from a charitable remainder trust, the donor shall be responsible for real estate taxes, insurance, utilities and maintenance of the asset after transferring title, unless otherwise agreed by the University. The University retains the right to inspect the property from time-to-time to ensure that its interest is properly safeguarded.

The donor is entitled to a charitable tax receipt for the present value of the gift calculated in current dollars. This valuation, known as "discounted value", is determined by actuarial calculations provided by the CRA.

Other Types of Gifts

Equipment, software and other types of gifts will be considered on an individual basis in consultation with the donor, [Canada Revenue Agency](#) and the Office of Development.

Procedure for Artwork Loans

Approval Date: 2018-05-10

Responsible Unit: Grenfell
Art Gallery

1. Borrowers of artwork from the Art Collection must meet the following requirements for consideration of a loan of Artwork:

- make a request for loan in writing to the Curator or Art Liaison eight months in advance of shipping date for international loans, four months in advance of loan period for out of province loans, and three months in advance for loans in the province,
- provide a Facility Report documenting environmental records of gallery and storage spaces for a period longer than two years, and
- forward evidence of insurance coverage commensurate to the value of the requested Artwork.

2. If these requirements are met the Curator or Art Liaison will assess the loan according to availability, condition of the Artwork, the borrower's museological standards, and the benefit of the loan in terms of outreach and scholarship.

3. Should the Curator or Art Liaison decide to proceed with the loan, the borrower must meet the following steps to complete the loan:

- a) Complete an "Outward Loan Agreement" indicating that the borrower maintains coverage at its expense, in the amount indicated by the lender, from the time the object leaves the Art Collection until the time it returns among other requirements.
- b) Agree to pay for any additional costs of crating or packing and any special matting, framing, or photography.
- c) Agree to pay all shipping charges, including customs charges and brokerage fees and couriering charges when deemed necessary by the lender.

Procedure for Deaccessioning of Art

Approval Date: 2018-05-10

Responsible Unit: Grenfell Art Gallery

1. Artwork may be removed from the Art Collection when:

- it can no longer be safely stored and preserved,
- it is damaged or is actively deteriorating beyond usefulness, and cannot be feasibly restored,
- it is no longer considered authentic,
- it was acquired under false pretense or is incorrectly documented or described, described so as to be outside the appropriate remit of the Art Collection,
- it has no relevant place or useful purpose within the collecting, exhibiting, and research programs of the University,
- it does not add significantly to the University's holdings, or
- within the context of the Art Collection, the item is redundant, unnecessarily duplicative, or of inferior quality.

2. Every proposal for deaccessioning requires that the Artwork is researched thoroughly, documented, and photographed, and the process of deaccessioning thoroughly documented. Deaccessioning records are maintained permanently.

3. In deaccessioning, the fair-market value of the Artwork is determined in accordance with [Canada Revenue Agency guidelines](#).

4. In the case of an Artwork by a living Canadian artist, the Curator will contact the artist prior to making any recommendations.

5. The deaccessioning of Artwork must adhere to the applicable provincial and federal laws and to any international agreements and treaties.

6. A proposal for deaccessioning must follow these steps:

a. The Curator ascertains that there are no legal or time restrictions against disposal of the work and that the disposal will not contravene Cultural Property regulations or other legislation. For donated art and where there are no legal restrictions to deaccessioning, the Curator consults the gift agreement, if available, or with the donor or, if the donor is not living, with the donor's heirs or legal representatives.

b. The Curator documents a full rationale to support the deaccessioning and a declaration of the intention for disposal, for presentation to the Memorial University Visual Arts Collection and Gallery Committee,

c. The Art Stewardship Committee records a complete record of the rationale for deaccessioning recorded in the minutes and the Curator maintains all records pertaining to the deaccessioned Artwork.

d. The Advisory Committee prepares its recommendation for approval by the President.

7. In cases when an Artwork has accidentally been destroyed or permanently lost, in part or in whole, the Artwork will be deaccessioned from the Art Collection.

Procedure for Disposal of Artwork

Approval Date: 2018-05-10

Responsible Unit: Grenfell
Art Gallery

1. Any disposal of Artwork may only occur following deaccessioning and in accordance with the [Procedure for Deaccessioning of Artwork](#), and pursuant to relevant laws, ethical guidelines and policies.

2. For deaccessioned Artwork that is in suitable condition, every effort is made to ensure that the Artwork remains in the public domain through transfer, public auction or exchange with another public institution.

3. The University strives to ensure that a deaccessioned Artwork which is significant to Canadian cultural heritage is retained in Canada, prioritizing collections held in the public trust and best suited to care and display.

4. Any proceeds realized from disposal are under the authority of the applicable campus leader and consistent with best-practice are to be deployed in the maintenance or enhancement of the University collection.

5. Artworks can be intentionally destroyed if they are determined to:

a. be inauthentic, such as forgeries or reproductions, and of no archival or documentary value; or
b. substantially lack physical integrity and actively deteriorating to the point that they cannot reasonably be preserved or represent a hazard to the public or the wider collection.

6. No deaccessioning may result in an employee of the University or an Associate realizing any personal gain through acquisition of the deaccessioned work or share of proceeds obtained from its disposal. See the [Conflict of Interest](#) policy.

7. Where disposal involves the transfer of ownership, appropriate legal documents must be obtained. See [Contract Administration](#) policy.

8. When Artwork has been disposed of, the Curator updates Inventory records accordingly. The Curator also notifies Risk and Insurance Services, in accordance with the [Procedure for Reporting Changing Conditions for Insurance](#).

9. In circumstances other than accidental destruction or loss, the manner of disposal should be in the best interest of the University.

Procedure for Procuring Artwork

Approval Date: 2018-05-10

Responsible Unit: Grenfell Art Gallery

As per the [Art Collection](#) policy, the authority for the acquisition of Art Work rests with the Memorial University [Art Stewardship Committee](#).

Criteria for Setting Priorities and Selecting Artwork

Requests for purchase or commission of Artwork must be submitted to the Curator in writing six weeks in advance of an Art Stewardship Committee meeting. The Curator in consultation with the requestor will prepare necessary considerations for the [Art Stewardship Committee](#).

Approval of a request to purchase or commission is based on the following criteria:

- I. substantial proof of an object's authenticity,
- II. artistic merit;
- III. relevance to the collection, present and future;
- IV. aesthetic considerations and work also satisfying:

- Significance to Newfoundland and Labrador
- Significance to Canada
- Historical importance
- Balance of styles and media of the collection;

- V. physical condition;
- VI. adequate resources for the maintenance, conservation, storage, access for research and display of the Artwork;
- VII. unencumbered and clear legal title; and
- VIII. curatorial considerations in relationship with the acquisitions philosophy supporting the delivery of academic programming at the University.

Where possible, the Artwork must be accompanied by a sufficient record of provenance and will have been authenticated. The [Art Stewardship Committee](#) must be reasonably assured that any Artwork acquired is not stolen or otherwise illegally acquired nor that the Artwork has been collected under circumstances considered to be exploitative, unethical or otherwise incompatible with professional standards.

The acquisition of cultural property which has been in foreign countries must comply with the [Cultural Property Export and Import Act](#), which incorporates the principles and provisions of the [UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property](#) (1970) into Canadian law.

Purchases and commissions are made through purchase order.

The Curator updates Inventory records accordingly.

The Curator notifies Risk and Insurance Services when the Artwork has been procured, in accordance with the [Procedure for Reporting Changing Conditions for Insurance](#).

Procedure for Reporting Changing Conditions for Insurance

Approval Date: 2014-07-25

Responsible Unit: Risk and Insurance Services

Any of the following may affect insurance policies:

- Acquisition of fine art.
- Contracts or leases signed with third parties, which require insurance coverage or assumption by the University.
- Watercraft additions or disposals.
- Vehicle additions or disposals.
- Initiation of a new or unusual activity that has potential of risk exposure.

Notify Risk Management Services at 709-864-4895 immediately after any of these occur.