

P00-021 Govett-Brewster Art Gallery Policy

Approved by the Council on 30 October 2000. Reviewed and amended 30 June 2015.

GOVETT-BREWSTER ART GALLERY POLICY

NAME, LOCATION AND MANAGEMENT

- 1.1 In accordance with the Monica Brewster Trust Deed the Gallery title shall be the Govett-Brewster Art Gallery. The Gallery shall be maintained and developed on its present site in Queen Street and shall be managed to maintain its individual identity as a community service in New Plymouth District and a leading contemporary art museum in the South Pacific.

STRATEGIC PLAN

Mission:

- 2.1 To implement programmes, within the terms of the Monica Brewster Trust Deed, which benefit the people of New Plymouth District and Taranaki and enhance our position as a leading contemporary art museum in the South Pacific.

Art Development Goal

- 2.2 To implement progressive and distinctive programmes which support the development of contemporary art and culture in Taranaki, New Zealand and the South Pacific.

Objectives

- To research, maintain and develop the collections of the Gallery.
- To research and develop new exhibitions for the Gallery.
- To develop and commission new artists projects and residencies for the Gallery and community.
- To develop new research and writing for publication.
- To be a lead agency for enabling opportunities for contemporary Maori artists in New Zealand and the South Pacific.
- To be a lead agency in enabling international opportunities for New Zealand artists and art professionals.
- To be a lead agency in enabling visitation to New Zealand by international artists and art professionals.
- To maintain and enhance the professional standards of the Gallery.

Audience Development and Presentation Goal

- 2.3 To develop audience understanding and enjoyment of contemporary art and to grow new audiences for the Gallery through a dynamic mix of exhibition, film and moving image, interpretation, visitor support and community programmes.

Objectives

- To present a dynamic exhibition programme focussed on contemporary art that engages residents of and visitors to Taranaki.
- To present a dynamic cinema-based moving image and film programme that engages residents of and visitors to Taranaki.
- To be a lead agency in introducing New Zealand audiences to international contemporary art.
- To be a lead agency in introducing international audiences to New Zealand contemporary art.
- To provide visitor support and interpretative programmes that enhance the visitor experience and their understanding and enjoyment of the exhibition programme.
- To provide visitor support and interpretive programmes that enhance the experience of Maori and their understanding and enjoyment of the exhibition programme.
- To extend the visitor experience through programmes that supplement the exhibition programme.
- To extend the visitor experience through engagement with new and digital technologies that can supplement the exhibition experience.
- To develop and implement schools and community based education programmes that enhance understanding of the Gallery's collections and exhibitions.
- To initiate community projects and events that extend opportunities for local participation in and access to the Gallery's programmes.

Institutional Development Goal:

- 2.4 To enhance the Gallery's ability to achieve its mission by developing the management capabilities and resources of the Gallery and by demonstrating its relevance to a range of communities, stake holders and markets.

Objectives

- To implement and sustain sound and effective management practices.

- To invest in ongoing training and development opportunities for staff.
- To maintain and enhance our customer service orientation.
- To maintain and grow our financial resources.
- To develop effective and positive relationships with governors, patrons, iwi, stake-holders (including foundations and trusts), and local residents.
- To enhance local, national and international awareness of the Gallery's programmes, services and products for the benefit of Taranaki.

Commitments

Art

- 2.5 The Govett-Brewster Art Gallery is committed to the development of contemporary art in Aotearoa/New Zealand

Business

- 2.6 The Govett-Brewster Art Gallery is committed to sound business principles and to working in partnership with public and private funders and providers to meet its objectives.

Community

- 2.7 The Govett-Brewster Art Gallery is committed to working in partnership with iwi and local and national communities to meet its objectives

COLLECTION MANAGEMENT POLICY

Acquisition Policy

- 3.1 That it be general policy to acquire artworks which will enhance the collection as a resource for the programmes of the Gallery, upon recommendation of the director and the Gallery Acquisitions Working Group.
- 3.2 That notwithstanding the above, and in keeping with the Gallery's founding policy, a primary emphasis of the general policy is to acquire contemporary works by New Zealand artists and a secondary emphasis is to acquire contemporary works by artists from countries in and around the Pacific Ocean.
- 3.3 Artworks considered for acquisition should be considered on their artistic merits and in context within the aims and within the bounds of this policy. Artworks outside the bounds of this policy may be considered only in special circumstances.
- 3.4 The Gallery must obtain legal title for artworks it acquires by purchase, gift or bequest.

- 3.5 The acquisition of any artwork for the collection must not contravene the requirements of New Zealand law, or any international agreements to which New Zealand is a part, or the UNESCO conventions relating to cultural property.
- 3.6 No artwork shall be acquired for the collection, which the Gallery is not able to adequately care for, store, catalogue and exhibit.
- 3.7 The Gallery should try to ensure that artworks receive appropriate spiritual as well as physical care.

Gifts and Bequests Policy

- 4.1 That the Govett-Brewster Art Gallery on the recommendation of the director and Gallery Acquisitions Working Group, shall be entitled to accept any gift or bequest conforming with the Acquisitions policy, or outside that policy, but shall not be bound to accept any gift or bequest.
- 4.2 That the Gallery shall not be bound to display any artwork acquired by gift or bequest.
- 4.3 The donor of an artwork must have legal title in order to gift or bequest it to the Gallery.
- 4.4 Gifts and bequests should be unrestricted, although the Gallery Acquisitions Working Group may consider the acceptance of gifts and bequests with restrictions in special circumstances.
- 4.5 The Gallery is obliged to take into serious consideration any precatory restrictions placed on gifts and bequests.
- 4.6 That the Gallery shall have the right to dispose of, however they see fit, any artwork acquired by gift or bequest recommended by the director and the Gallery Acquisitions Working Group as dispensable within the structure of the collection, by either:
 - If the original donor is still alive, by giving the donor the choice of repossessing the work; or
 - If the original donor is deceased or uncontactable, the artwork may be disposed of by any method that the director and Gallery Acquisitions Working Group sees fit.

Long-Term Loans to the Gallery

- 5.1 Artworks acquired on long-term loan should fall within the bounds of the Acquisition policy. Acceptance of long-term loans for other reasons may be considered in special circumstances.
- 5.2 The Gallery shall not hold on long-term loan any artwork acquired by the owner in contravention of the requirements of New Zealand law, or any international agreements to which New Zealand is a part, or the UNESCO conventions relating to cultural property.

- 5.3 No artwork may be held on long-term loan that the Gallery is not able to adequately care for, store, catalogue and exhibit.
- 5.4 Artworks on long-term loan will be cared for in accordance with the wishes of the owner to the best of the Gallery's ability.
- 5.5 Material held on long-term loan for the Len Lye Foundation: The Gallery will adhere to the terms of its agreement with the Len Lye Foundation.

Short-Term Loans to the Gallery

- 6.1 Short-term loans may be made for exhibition or public programmes, or for curatorial or conservation assessment. Short-term loans for other purposes may be made in special circumstances.
- 6.2 The Gallery shall not hold on short-term loan any artwork acquired by the owner in contravention of the requirements of New Zealand law, or any international agreements to which New Zealand is a part, or the UNESCO conventions relating to cultural property.
- 6.3 No artwork shall be held on short-term loan that the Gallery is not able to adequately care for, store and catalogue.
- 6.4 Artworks on short-term loan will be cared for in accordance with the wishes of the owner to the best of the Gallery's ability.
- 6.5 Artworks deposited with the Gallery for assessment that are not collected by the owner within one year are considered unrestricted gifts to the collection.

Access and Use of Collections

- 7.1 The Gallery staff will make reasonable efforts to make artworks in its collection (and information about these artworks) accessible. However, access must not infringe the security or conservation needs of an artwork, nor the copyright restriction placed on it.
- 7.2 Use of the collections should be consistent with the aims, responsibilities and policies of the Gallery.
- 7.3 The Gallery encourages research into artworks in its collection.

Outgoing Loan Policy

- 8.1 Every effort shall be made to make artworks in the collection available for loan. However:
 - Loans shall be made only if the borrower is able to properly care for, store and exhibit the artwork;

- Loans should be for purposes consistent with the aims, responsibilities and policies of the Gallery.
- 8.2 The borrower must adhere to the conditions set out on the Gallery's Outgoing Loan Agreement.
- 8.3 Artworks held on long-term loan by the Gallery may only be loaned out to others with the approval of the owner.

Deaccession Policy

- 9.1 That after a period of five years from the date of acquisition, the the Gallery Acquisitions Working Group shall have the right to deaccession and dispose of any artwork recommended by the Director as dispensable within the structure of the collection.
- 9.2 The Gallery must have legal title to any artwork it wishes to deaccession.
- 9.3 The Gallery cannot deaccession any gift accepted with a restriction against deaccessioning.
- 9.4 Deaccessioning is to be used as a collection management tool to improve quality and usefulness of the collection. It is unacceptable to deaccession an artwork in response to current vogues or from personal whim.
- 9.5 Issues to be taken into consideration with regard to deaccessioning an artwork (not in order of priority):
- Means of acquisition
 - Curatorial priority
 - Conformity to Acquisitions Policy
 - Usefulness to the exhibition programme
 - Educational value
 - Number of similar works in the collection
 - Amount of storage space needed
 - Conservation needs
 - Resources needed to maintain the work
 - Value as a potential outgoing loan
 - Objects accidentally lost or stolen may be deaccessioned.

9.6 Means by which deaccessioned artworks can be disposed of:

- Returned or sold back to donor (or next of kin)
- Sold or gifted to another public art museum
- Sold by auction
- Sold by dealer
- Private sale
- Exchange
- Destruction.

The director will recommend to the Gallery Acquisitions Working Group the most appropriate means of disposal in each case.

9.7 The disposal of an artwork shall not contravene the requirements of New Zealand law, or any international agreements to which New Zealand is a part, or the UNESCO conventions relating to cultural property.

9.8 Where financial assistance has been obtained for an acquisition from an outside source, disposal may require the consent of all parties who have contributed to the purchase or controlled the bequest.

9.9 If an artwork significant to any ethnic, religious or family group is to be deaccessioned, the Gallery must seek advice on appropriate protocols and follow them as far as possible.

9.10 Full records must be kept of all deaccessioning decisions and procedures.

9.11 Gallery staff, members of the New Plymouth District Council, or their immediate families, may not acquire deaccessioned objects.

9.12 That any monies received from the sale of deaccessioned works be set aside for acquisitions within the bounds of this policy.

Exhibition Policy

10.1 That it be general policy to conduct an exhibition programme consistent with the aims, responsibilities and policies of the Gallery.

10.2 That notwithstanding the above, and in keeping with the Gallery's founding policy, the exhibitions programme will generally focus on the exhibition of contemporary art of the Pacific, with particular emphasis on New Zealand art. However, this focus shall not exclusively dictate the exhibitions programme.

- 10.3 The Gallery will protect the moral rights of artists through:
- Proper acknowledgement of authorship;
 - Respect for the artist's installation and display requirements.
- 10.4 All artworks on exhibition will be properly credited on labels or by other means.
- 10.5 Reasonable measures will be taken to ensure that works of art on exhibition are not stolen, intentionally destroyed, distorted or altered.
- 10.6 The Gallery will not offer for sale any objects on exhibition.

Disputes

- 11.1 The Trust Deed between Monica Romaine Brewster and the New Plymouth District (then City) Council, states that if at any time any dispute shall arise between the director and the Committee "with respect to any matter of policy in connection with the management direction and control of the Gallery including (but without limiting in any way the construction of this provision) any question having reference to the purchase or acceptance as a loan, or the hiring or display of any picture, painting, print, sculpture or other work of art, the question in dispute shall be referred to the Advisory Committee, and the decision of the majority of the Committee shall be accepted as final and binding."

The Advisory Committee consists of the directors of the Auckland Art Gallery, the Museum of New Zealand/Te Papa Tongarewa (formerly the National Art Gallery), Wellington, the Christchurch Art Gallery (formerly the Robert McDougall Art Gallery, Christchurch), and the Dunedin Public Art Gallery.

COLLECTION MANAGEMENT PROCEDURES

Acquisition Procedures

- 12.1 The director will recommend acquisitions for the collection to a Gallery Acquisitions Working Group the composition to be determined by the Director. Recommendations will be in writing and recorded for the New Plymouth District Council.
- 12.2 The Gallery Acquisitions Working Group will be chaired by the member of the Advisory Committee and will meet at least twice a year. Recommended acquisitions be approved or rejected by majority vote.
- 12.3 Purchases may be funded from bequest funds, gifts of money, or from grants.
- 12.4 A once yearly acquisitions report will be submitted for information to full Council and will be recorded in the minutes of Council meetings. A three yearly collection valuation report will be submitted to full Council and will be recorded in the minutes of Council meetings.

- 12.5 Donors of gifts and bequests must agree to the terms of the Gallery's Gifts and Bequests Agreement, and must sign this Agreement before the acquisition can be accepted.
- 12.6 The curator or collection manager will formally accession and catalogue all artworks acquired for the collection.

Procedures for Long-Term Loans to the Gallery

- 13.1 The director must approve all long-term loans to the Gallery.
- 13.2 The Gallery Acquisitions Working Group will be advised of all long-term loans to the Gallery.
- 13.3 The lender must agree to the terms of the Gallery's Loan Agreement, and must sign and return this agreement before the loan can be accepted. Any restrictions on the loan must be clearly stated on this agreement.
- 13.4 All long-term loans will be reviewed after a period of five years.
- 13.5 The curator or collection manager will formally catalogue the loan.

Procedures for Short-Term loans to the Gallery

Loans for Exhibitions or Public Programmes

- 14.1 Requests for loans are to be made by the curator, on approval by the director.
- 14.2 The lender must agree to the terms of the Gallery's Loan Agreement, and must sign and return this agreement. Any restrictions placed on the loan must be clearly stated on the agreement.
- 14.3 Loans will be returned to the owners as soon as practicable after the close of an exhibition or public programme.
- 14.4 The registrar will enter the loans in the Loans Register.

Loans for Other Purposes:

- 14.5 The lender will be issued with a copy of the Gallery's Receipt form, and must agree to the conditions on the reverse of this form.
- 14.6 The registrar will enter the loans in the Loans Register.

Procedures for Access to and use of the Collection

- 15.1 The director must approve all access to and use of the collection if it is for monetary gain.
- 15.2 The director or his/her delegate must approve and supervise all other access to and use of the collection.

- 15.3 The director may impose charges for access to or use of the collection. Generally charges will only be made to recover costs incurred by the Gallery in making a service available.

Procedures for Outgoing Loans

- 16.1 Outgoing loans must be approved by the director and curator using the Gallery's Loan Request form.
- 16.2 The borrower must agree to the terms of the Gallery's Outgoing Loan Agreement, and must sign and return this agreement before the loan is made.
- 16.3 All long-term outgoing loans will be reviewed after a period of five years.

Deaccessioning Procedures

- 17.1 The director, curator and collections manager (and one other person from the Gallery Acquisitions Working Group they agree to include) will be involved in making the decision to deaccession an artwork from the collection. The director is finally responsible for the decision to recommend the deaccessioning of an artwork.
- 17.2 The curator will check the legal status of any artwork in the collection proposed for deaccessioning.
- 17.3 The director will recommend any artwork to be deaccessioned from the collection to the Gallery Acquisitions Working Group. The recommendation must be in writing. It must include:
- Reasons for deaccessioning the artwork;
 - A statement about the legal status of the deaccession;
 - A recommendation on how the work is to be disposed of if it is deaccessioned;
 - How any funds which may be acquired as a result of the deaccession will be used.
- 17.4 Deaccessions approved by the Gallery Acquisitions Working Group must be submitted as information in a report to full Council and will be recorded in the minutes of Council meetings.
- 17.5 Where appropriate, the Gallery must advise donors, artists, funders or other people involved in the original acquisitions, of the decision to deaccession the artwork.
- 17.6 The artwork will be disposed of in the manner approved by the Gallery Acquisitions Working Group.
- 17.7 Any funds acquired as a result of the deaccession will be used in the manner approved by the Gallery Acquisitions Working Group.

- 17.8 The curator or collection manager will properly document the deaccession in Gallery records.
- 17.9 Copies of Gallery documentation will be provided to the new owner.