



DCU Art Collection Criteria and Procedures

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DCU Art Acquisition Criteria and Procedures

1. Introduction

The purpose of this document is to set out the agreed process by which professional artwork is acquired for the DCU Art Collection.

These Criteria and Procedures must be read in conjunction with DCU Art Collection Policy.

DCU Art Collection will be enhanced by the careful acquisition of works that achieve a balanced and unified overall collection. Taking into consideration works that complement the evolving interests of the University. The acquisition of artworks will:

- a) Reflect emergent fields of artistic practice
- b) Consider the university environment and correlate with strategic interests of the University.
- c) Respond to DCU's diverse student and staff complement.

Special circumstances for particular acquisitions may arise from time to time relating to exceptional stand-alone works.

2. Responsibility

The Visual Arts Committee is responsible for overseeing and advising on the initiation, development and selection of new works. All acquisition proposals to the Visual Arts Committee are managed through the Cultural Arts Officer.

3. Process for the acquisition of artwork

All acquisition proposals to the Visual Arts Committee are managed through the Cultural Arts Officer. Proposals must be in line with the terms in the DCU Art Collection Policy and all decisions in respect of visual art acquisitions will be informed by the Cultural Arts Officer. Potential conflicts of interest should be declared in advance to the Cultural Arts Officer.

4. DCU Art Collection Criteria

The following criteria will be taken into consideration when making selections. The artworks must;

- a) be of exceptional quality and relevance
- b) be original as a priority
- c) strengthen and diversify the collection
- d) consider markers of equality
- e) not require special storage and maintenance requirements where DCU does not have the means or capacity to provide appropriate care.
- f) only be accepted based on conditions agreed by DCU
- g) have clear title and strong provenance
- h) have no legal or ethical barriers

5. Acquisitions

a) Acquisition by Purchase

A subgroup of the Visual Arts Committee will be convened by the Cultural Arts Officer, typically once a semester, to discuss proposed acquisitions by purchase and the spending of the allocated art acquisitions budget. A special meeting of the full Visual Arts Committee may be convened if a situation warrants it.

Committee members on the subgroup will recommend on a majority basis whether each proposed artwork acquisition should enter the DCU Art Collection. Following ratification at a formal Committee meeting, each artwork entering the Collection shall be recorded in the official meeting minutes.

b) Acquisition by Gift

Artwork may only be acquired by donation where it is in line with the DCU Art Collection Criteria (Section 3 above). Philanthropic gifts are proposed and facilitated by DCU Educational Trust. DCU Cultural Arts Officer will liaise with the CEO of DCU Educational Trust or his nominee to complete the gift acquisition. DCU reserves the right to decline a proposed gift where it does not adhere to the collecting priorities and criteria as outlined in the DCU Art Collection Policy and Procedures. Each accepted gift will be recorded on DCU's University Art Collection and Insurance Register.

c) Acquisition by Bequest

Bequests to DCU Art Collection are managed through DCU Educational Trust and must adhere to the policy and procedures. The University recommends to all prospective donors that they seek legal and financial advice in matters relating to their gifts and the resulting tax and estate planning consequences.

DCU reserves the right to decline a proposed bequest if the work does not adhere to the collecting priorities and criteria as outlined in the DCU Art Collection Policy and Procedures. On occasion the University may accept an object donated by bequest, which may later be deemed inappropriate for retention in the DCU Art Collection. Procedures for managing such works are detailed in Deaccessioning.

d) Acquisition by Commission

The University may acquire artworks by commission. Funding of such commissions may be from sources other than the DCU Art Collection budget, but must nonetheless comply with the criteria laid out in these procedures. Commissions must be overseen by the Visual Arts Committee and managed by the Cultural Arts Officer.

e) Long Term Loans

All long term loan offers should be proposed to the Visual Arts Committee through the Cultural Arts Officer. The Committee will consider and assess the artwork in adherence with DCU Art Collection Policy and Procedures. DCU reserves the right to decline a loan offer if the artwork does not adhere to its collecting priorities and criteria. All loans must be accompanied by appropriate documentation and loan agreements. Loans accepted should be justifiable in terms of their value added, the facilities required to service them, and should not place a disproportionate burden on DCU. Long term loan offers are managed through the Cultural Arts Officer in consultation with the Chief Operations Officer

and must adhere to the criteria outlined in these procedures.

6. Deaccession and Disposal

a) Deaccession

The University may choose to re-evaluate works in the DCU Art Collection and recommend deaccessioning, which means the permanent removal of artwork from the DCU Art Collection.

The criteria for recommending a work for deaccession are:

- artwork no longer fits the University's mission and objectives for the art collection.
- artwork is extensively damaged or has irreversibly deteriorated, and conservation is not feasible.
- artwork has been provided by a donor with unreasonable conditions.
- artwork presents a health and safety hazard, either to staff or to other works of art.
- collection has accidentally acquired multiple copies of a work.
- artwork is found to have been illegally or unethically acquired.
- artwork is found to have been fraudulently created.

Artwork may only be approved for deaccessioning once the University has clearly established that:

- the University has a clear legal title to the work.
- there is a valid reason for deaccessioning.
- all relevant interested parties, such as the original donors, have been consulted where possible.

Where income is generated from the sale of artwork, arising from deaccession, it shall be used for the purposes of developing DCU Art Collection, either for further acquisitions of artwork, or for its maintenance and management.

All deaccessions must be clearly recorded in the DCU Art Collection and Insurance Register, and associated documentation retained on file.

b) Disposal

Disposal in this case, refers to the transfer of the ownership of an artwork in the DCU Art Collection from the University. Legal or other barriers must be identified before disposal takes place. Where an artwork has been gifted or donated, any pre-existing commitments with the donors should be acknowledged.

Works may be disposed of in the following ways, listed in order of preference:

- returned to the original donor, or the donor's family;
- gifted or exchanged with another appropriate institution;
- offered for public sale; or
- destroyed (for works in an extensively damaged or deteriorated condition).

Works acquired by donation are owned by the University, and may not be disposed of by public sale, without consultation with the donor.

Works being disposed of may not be gifted to, or exchanged with, any person connected to the University, including staff members, board members, trustees or their families or agents.

Works being sold for disposal may not be sold to any person connected to the University, including staff members, board members, trustees or their families or agents.

All disposals must be clearly recorded in the DCU Art Collection and Insurance Register, and documentation retained in a Deaccessions file.

Related Policy

- DCU Art Collection Policy
- DCUET Policy on Gifts

Related legislation

1. Copyright Act

Display of DCU Art Collection Procedures

1. Introduction

These procedures relate to the display of all artworks from the DCU Art Collection.

2. Purpose

To set out a process by which professional artworks from the DCU Art Collection are displayed throughout the University in order to develop a more cohesive and professional visual culture across DCU.

These procedures seek to ensure that:

- a) Artworks are displayed in a co-ordinated, appropriate and professional fashion;
- b) Listed buildings and the integrity of contemporary architectural features are protected;
- c) Artworks are correctly documented and the conditions of display are met;
- d) Artworks on display are handled correctly and to highest possible professional standards, so that the risk of accidental damage is minimised;
- e) Artworks on display are correctly inventoried for insurance, research and collection management purposes;
- f) Artworks on display are secured in an appropriate manner for health and safety and security purposes.

3. Responsibility

a) Display

The Cultural Arts Officer, with the oversight of the Visual Arts Committee, has responsibility for the display of the DCU Art Collection. The Cultural Arts Officer will:

- Consult with the Chief Operations Officer and the Estates Office team;
- Identify priority locations throughout the University campuses for professional artwork including key reception areas and main thoroughfares.
- Liaise with Deans/ Heads of Schools/University Librarian/Faculty Managers in relation to decisions about specific works proposed for long term display in main schools/faculties/units.

b) Installation

The Installation of DCU Art Collection throughout the University will be carried out by DCU Estates (or subcontracted) in consultation with the Cultural Arts Officer. Prior to installation, a site assessment will be completed by the Cultural Arts Officer in order to establish display conditions. The Cultural Arts Officer will work closely with the Estates Office to agree the best position for the work. Once works for installation have been agreed upon, the Cultural Arts Officer will coordinate a time acceptable for all parties.

c) Movement of Artworks

No major building maintenance may take place in the vicinity of the artwork until the Cultural Arts Officer has been notified. Work will be removed for the period of the renovation activity. Artworks should not be moved without prior approval from the Cultural Arts Officer and the location recorded on

the DCU Art Collection and Insurance Register. Notification or requests regarding the movement of artworks should be sent to the Cultural Arts Officer. The period of notice to the Cultural Arts Officer is two months.

d) Damage

Damage caused to artworks during installation, display or movement must be reported to the Cultural Arts Officer immediately, through the Estates Helpdesk.


Contacts

Marcella Bannon - Cultural Arts Officer, President's Office, DCU

Procedures Review

These procedures will be reviewed every three years by the Cultural Arts Officer and the Visual Arts Committee.

Version Control

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