

1.0 PROCEDURE ELEMENTS

- 1.1 This procedure sets out the processes for determining the placement of Works in the Collection.**
- 1.2 Determining Placement for General Acquisitions**
 - 1.2.1 The Collection Manager determines the appropriate placement or storage of Works.
 - 1.2.2 The Collection Manager will consult with the Dean, Faculty of Fine Arts and Communications and others as appropriate.
- 1.3 Determining Placement as Part of New Construction**
 - 1.3.1 A design team and / or selection committee that is established for new construction projects will determine placement of Works acquired as part of new building construction.
 - 1.3.2 The design team and / or selection committee will consult with industry experts and other key stakeholders as appropriate.
- 1.4 Requests for Works for Office or Program Space**
 - 1.4.1 Individuals may request to have a Work from the Collection moved into their office or program space. Such requests are to be made as follows:
 - 1.4.1.1 The requestor emails the Collection Manager, indicating the desired type of Work and proposed location.
 - 1.4.1.2 The Collection Manager assesses the proposed location and emails the requestor a list of suitable and available Works.
 - 1.4.1.3 The requestor makes a selection and notifies the Collection Manager.
 - 1.4.1.4 The Collection Manager submits a Work Order to the Facilities Support Centre.
 - 1.4.1.5 The department responsible for University facilities will move and install the Work.
 - 1.4.1.6 The Collection Manager will contact the office responsible for capital asset management to ensure that location of the Works are tracked as per policy *D3100 – Capital Asset Management*, as applicable.
- 1.5 Requests to Move Works**
 - 1.5.1 All requests to move Works must be authorized by the Collection Manager. This helps to prevent Works from going missing and ensures that Works are displayed in appropriate environments.

- 1.5.2 The Collection Manager will confirm that the Work in question is part of the Collection and not the Students' Association of MacEwan University (SAMU) Collection or the President's Collection. If the Work is not part of the Collection, the Collection Manager will forward the request to the SAMU office or the Office of the President, as appropriate.
- 1.5.3 Moving Works Within a Department
 - 1.5.3.1 Officers may request that Works be moved within their department. The requestor provides the Collection Manager with the current location of the Work, the proposed location for the Work, and a description of the Work to be moved.
 - 1.5.3.2 The Collection Manager assesses the proposed location and determines if it is appropriate for the Work.
 - 1.5.3.3 If the proposed location is deemed appropriate, the Collection Manager submits a Work Order to the Facilities Support Centre.
 - 1.5.3.4 The department responsible for University facilities moves and installs the Work.
 - 1.5.3.5 The Collection Manager will contact the office responsible for capital asset management to ensure that the location of the Works are tracked as per policy *D3100 – Capital Asset Management*, as applicable.
- 1.5.4 Requesting a Work from Another Department
 - 1.5.4.1 Officers may request a Work that is not located within their department be moved into their department. Such requests require additional stakeholder consultation.
 - 1.5.4.2 The Collection Manager assesses the proposed location and determines if it is appropriate for the Work.
 - 1.5.4.3 The requestor provides the Collection Manager with the current location of the Work, the proposed location for the Work, and a description of the Work to be moved.
 - 1.5.4.4 If the proposed location is deemed appropriate, the Collection Manager forwards the request to the department in which the Work is currently located along with a list of options for replacing the requested Work.
 - 1.5.4.5 The Officer responsible for the department in which the Work is currently located decides whether or not the Work will be moved.
 - 1.5.4.6 If the request is approved, the Collection Manager submits a Work Order to the Facilities Support Centre.
 - 1.5.4.7 The department responsible for University facilities moves and installs the Work.

- 1.5.4.7 The Collection Manager will contact the office responsible for capital asset management to ensure that the location of the Works are tracked as per policy *D3100 – Capital Asset Management*, as applicable.

2.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

- Policy D3115 Fine Art Collection
- Procedure D3115-01 – Acquisition
- Procedure D3115-02 – Deaccession

3.0 ACCOUNTABILITY

Office of Administrative Responsibility

Office of the Dean, Faculty of Fine Arts and Communications

4.0 HISTORY

Relevant Dates

Approved: **2015 10 22**

Effective: **2015 11 01**

Next Review: **2020 11 01**

Modification History

2015 10 22: This is a new procedure as approved by the Board of Governors.