1.0 PROCEDURE ELEMENTS

1.1 This procedure sets out the processes through which Works may be added to the Collection.

1.2 Acquisition by Donation

1.2.1 Any individual may offer to donate a Work to the Collection by submitting an acquisition proposal to the office responsible for fund development. Proposals should include as much of the following information as possible:
   - Title
   - Artist’s name and a brief profile
   - Country and region of origin
   - Technique
   - Description of medium
   - Description of condition
   - Provenance

1.2.2 The office responsible for fund development forwards the proposal to the Dean, Faculty of Fine Arts and Communications.

1.2.3 The Dean, Faculty of Fine Arts and Communications will review the proposal, consult with experts and stakeholders as necessary, and decide whether to accept or decline the donation according to the criteria outlined in policy D3115- Fine Art Collection.

1.2.4 Accepted Donations

1.2.4.1 The office responsible for fund development will work with the donor to arrange for any required appraisals and donation tax receipts to be issued by Grant MacEwan University Foundation, if requested.

1.2.4.2 The office responsible for fund development will ensure that all donors are appropriately thanked and recognized.

1.2.5 Declined Donations

1.2.5.1 The Dean, Faculty of Fine Arts and Communications will work with the office responsible for fund development to communicate to the donor that the proposed donation has been declined and ensure that the donor is appropriately thanked.

1.2.5.2 In consultation with the donor, the office responsible for fund development may accept donations that are not accepted into the Collection for its own purposes.
1.3 **Acquisition by Purchase**

1.3.1 When funds are allocated to the purchase of Works for the Collection as part of new building construction, the Dean, Faculty of Fine Arts and Communications will work with the project team to determine the type and number of items to be purchased or commissioned.

1.3.2 The purchase of Works for the collection must be approved by the Dean, Faculty of Fine Arts and Communications. Additional approval may be required as per policy D3700 – *Delegation of Signing Authorities*.

1.3.3 The office responsible for procurement and contract services must be contacted to ensure that all purchases adhere to policy D4000 – *Procurement*.

1.3.4 Works that are purchased purely for decorative purposes are not part of the Collection.

1.3.5 The above procedures must be followed for the university’s contribution to Works that will be on display at MacEwan University and owned by another party such as the Alberta Foundation for the Arts.

1.4 **Inventory and Asset Management**

1.4.1 Once an item has been Acquired for the Collection, the Collection Manager will ensure that the item is added to the Collection inventory.

1.4.2 The Collection Manager will contact the office responsible for capital asset management to ensure that 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 D3115-02 – Deaccession
- Procedure D3115-03 – Art Placement

3.0 **ACCOUNTABILITY**

**Office of Administrative Responsibility**

Office of the Dean, Faculty of Fine Arts and Communications
## 4.0 HISTORY

### Relevant Dates

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<tr>
<td>Effective</td>
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<tr>
<td>Next Review</td>
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### Modification History

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