1.0 POLICY STATEMENT

1.1 MacEwan University (the “University”) is committed to acquiring, preserving, and displaying culturally significant works of art (“Works”) that celebrate excellence in creative expression. The MacEwan University Fine Art Collection (the “Collection”) supports teaching, learning, and scholarly and creative activity while improving aesthetics on campus.

2.0 PURPOSE

2.1 This policy affirms the University’s commitment to developing and maintaining a fine art collection and establishes guidelines and procedures related to Acquisition, Deaccession, and the day-to-day operations of the Collection.

3.0 APPLICABILITY

3.1 Individuals involved in Acquisitions, Deaccessions, or the day-to-day operations of the Collection must follow the requirements outlined in this policy.

4.0 DEFINITIONS

Acquisition or Acquired
The transfer of title (that is, legal ownership and responsibility) of any Work to the University, whether through Donation, purchase, transfer, exchange, or any other method.

Collection Manager
The person assigned to oversee the day-to-day operations of the Collection, as designated by the Dean, Faculty of Fine Arts and Communications.

Deaccession
The process of formally removing a Work from the Collection.

Donation
A voluntary transfer of property and its title without consideration.

MacEwan University Fine Art Collection (the “Collection”)
Works of art that have been Acquired by MacEwan University, or Works of art that is on display at MacEwan University and owned by another party such as the Alberta Foundation for the Art. This does not include Works that have been Acquired by the Students’ Association of MacEwan University or Works from the Presidents’ Collection.

Officer
Associate vice-presidents, deans, directors, and equivalent positions.
5.0 POLICY ELEMENTS

5.1 The Collection will include Works that are of cultural or historical significance to MacEwan University, the City of Edmonton, or the Province of Alberta.

5.2 In determining whether or not a Work will be added to the Collection, the following criteria will be considered:

5.2.1 Artistic merit and cultural value of the Work.

5.2.2 Relevance to the Collection, present and future, and to the MacEwan University mission, vision, and values.

5.2.3 The condition and ongoing maintenance requirements of the Work.

5.2.4 An unencumbered legal title.

5.2.5 Diversity of the Collection.

5.3 A charitable tax receipt may be issued for Donations to the Collection based on established valuation methodology in compliance with Canada Revenue Agency regulation. Any appraisal costs must be paid by the donor.

5.4 Procedure D3115-01 - Acquisition must be followed for all additions to the Collection. The office responsible for University fund development is the first point of contact for any potential donations to the Collection.

5.5 Procedure D3115-02 Deaccession must be followed in order to remove an item from the Collection.

5.6 Procedure D3115-03 Art Placement must be followed in order to determine placement of Works in the Collection.

5.7 Responsibility for compliance with the University’s policies and procedures extends to all members of the University community. Non-compliance may create risk for the University and will be addressed accordingly (see the University’s policy D1200 Code of Conduct - Employees for additional guidance).

6.0 ASSOCIATED PROCEDURES

• Procedure D3115-01 – Acquisition
• Procedure D3115-02 – Deaccession
• Procedure D3115-03 – Art Placement
7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- D3100 Capital Asset Management
- D4200 Fundraising

8.0 ACCOUNTABILITY

Policy Sponsor
Vice-President, Finance and Administration

Office of Administrative Responsibility
Office of the Dean, Faculty of Fine Arts and Communications

9.0 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 policy as approved by Board Motion 02-10-22-2015/16

Previous Related Policies
- D5920 Art Acquisition. Retired by Board Motion 01-02-08-2006/07.
- D5930 Collections. Replaced by policy D3100 Capital Asset Management as approved by Board Motion 01-05-20-2009/10.