

## ECU Art Collection – Access, Handling, Storage and Conservation Guidelines

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### 1. Access and Exhibitions

- 1.1. The ECU Art Collection (“The Collection”) will be made available to staff members and students for teaching and research wherever possible.

### 2. Exhibitions

- 2.1. The ECU Art Collection will more generally be made available to the broader community through:
  - 2.1.1. Exhibitions in the ECU Galleries and exhibition spaces;
  - 2.1.2. On-campus display of selected artworks;
  - 2.1.3. Off-campus loans to partner organisations with related/complementary art collections for special or travelling exhibitions; and
  - 2.1.4. The University’s Art Collection Management System website.
- 2.2. For more information, see the “*ECU Art Collection – Loan Guidelines*”.

### 3. Staff Access to The Collection

- 3.1. Only the ECU Art Collection Curatorial team can handle, move, or relocate Collection art works.
- 3.2. ECU Staff may request works of art from The Collection for display in their work areas, provided specific conditions are met under which the artwork is displayed. All requests must be in writing.
- 3.3. Selection, and installation (including timeframe) of artworks in offices and work areas is at the discretion of the Art Curator (“The Curator”), who will assist with the selection, display and installation once the designated area is assessed. Timeframe is subject to demand, other priorities, and individual circumstances.
- 3.4. Where an ECU Art Collection artwork is installed, the staff members are responsible for the safety of artworks in their offices/workspaces.
- 3.5. Staff to notify The Curator ( via [maintenance@ecu.edu.au](mailto:maintenance@ecu.edu.au) ) immediately if any artworks are damaged or showing signs of deterioration.

### 4. Public Access to The Collection

- 4.1. Priority for artwork installation will be given to secure but public areas for display to maximise exposure. High value artworks will only be installed in high security areas.
- 4.2. Public areas of the University will generally be given priority over private offices.

### 5. Research Access to The Collection

- 5.1. The ECU Art Collection art works, artefacts, and records are available as a research resource for students and staff of ECU, other universities and for members of the general public with a scholarly interest in The Collection. Accessible information may include:
  - 5.1.1. Artists’ files.
  - 5.1.2. Lever arch files with photo of the artwork and summaries describing the artwork
  - 5.1.3. Supervised access to computer records via the Arts Management System
  - 5.1.4. ECU Art Collection web page [www.ecu.edu.au/curatorial/](http://www.ecu.edu.au/curatorial/)
  - 5.1.5. ECU Art Collection Library

- 5.2. Access to computer records may be supervised or restricted as some information is confidential (purchase price, value etc.). This restriction may also apply to the artwork files, which are filed by accession number. These files contain purchase price, values, invoices, certificates, and non-exclusive copyright forms.
- 5.3. Applications for an appointment to view The Collection should be in writing to the Art Curator indicating areas of interest and purpose of visit.
- 5.4. Access to the collection shall be at the discretion of the University with recommendations from The Curator and while every effort shall be made to accommodate requests access may be dependant on staff resources and lead up time.
- 5.5. A condition of access and use of The Collection for research purposes is that two copies of any publications, papers, articles, etc which include references to and/or photographs of works in the The Collection shall be deposited at the Art Curator's Office within four weeks of publication.
- 5.6. ECU will be acknowledged, where appropriate, in all material resulting from research using the ECU Art Collection.

## **6. Conservation**

- 6.1. The ECU Art Collection will be conserved in accordance with accepted contemporary national practice and standards applicable to the safe and appropriate storage, management and handling of artworks.
- 6.2. Any conservation of the Collection should be undertaken by experienced and qualified conservators, under the guidance and direction of the Art Curator
- 6.3. A maintenance programme will be designed to help avoid expensive, one off treatments.
- 6.4. The annual budget for conservation should allow for the maximum number of works of art to be repaired or refurbished.
- 6.5. Unless on display, all works of art will be stored in an environmentally controlled and secure Art Store. Security of the Art Store will be supported by ECU's security services at the direction of The Curator.

## **7. Handling**

- 7.1. Artworks from the ECU Art Collection shall not be handled by anyone other than those designated by the Curator to do so. Artworks from The Collection must be positioned and installed by curatorial staff to ensure long term safety of the artworks. The Curator will ensure that relocations will be updated in the management system (EMu) in a timely manner.
- 7.2. Where Artworks from The Collection need to be relocated or removed, the request must be made in writing to The Curator at least ten (10) business days in advance. Removal of artworks should only be carried out by authorised staff through arrangement with The Curator. The Curator will ensure that relocations take place in a timely manner.
- 7.3. To facilitate the display and presentation of the ECU Art Collection, all construction or refurbishment of space within the University should consider the placement of ECU Art Collection works in the design phase, and ensure the installation of supporting infrastructure (hanging rails etc) during the construction or refurbishment phase, and as part of that project.

## **8. Accountabilities**

- 8.1. The Art Curator is responsible for the strategic and operational management of the ECU Art Collection. Any issues pertaining to the ECU Art Collection, or to any individual piece in the collection, and its use shall be directed to the Curator.
- 8.2. Digital and Campus Services (through the Manager, Campus Operations and Resources) have delegated financial responsibility for the ECU Art Collection on behalf of Edith Cowan University.
- 8.3. Executive Dean, School of Arts & Humanities (Policy Owner) has overall responsibility for the content of this policy and its operation in ECU.
- 8.4. Finance and Business Services Centre has responsibility for oversight of controls to ensure adequate financial, asset management and audit requirements are met. The Centre will also provide support of the EMu Art Collection Management System (ECU Business Support).

## **9. Relevant policies and procedures**

- ECU Art Collection – Policy
- ECU Art Collection – Loan Guidelines
- ECU Art Collection – Access, Handling, Storage and Conservation Guidelines
- ECU Art Collection - Asset Management Guidelines.