<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>ACU Art Collection Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy informs the university community as to management, development, conservation, engagement and promotion of the art collection</td>
</tr>
</tbody>
</table>
| Policy applies to           | ☒ University-wide
|                             | ☐ Specific (outline location, campus, organisational unit, etc) |
|                             | ☐ Staff only  ☐ Students only  ☒ Staff and students |
| Policy status               | ☒ New policy  ☐ Revision of existing policy |
| Approval authority          | Vice-Chancellor and President |
| Governing authority         | Vice-Chancellor and President |
| Responsible officer         | Art Curator, Office of the Vice-Chancellor and President. Director, Office of the Vice-Chancellor and President. |
| Approval date               | 15 August 2017 |
| Effective date              | 15 August 2017 |
| Approval date of last revision | 1 February 2018 |
| Effective date of last revision | |
| Date of policy review*      | 15 August 2018 |

*Unless otherwise indicated, this policy will still apply beyond the review date

<table>
<thead>
<tr>
<th>Related legislation, policies, procedures, guidelines and local protocols</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACU Procurement Policy</td>
</tr>
<tr>
<td>Cultural Diversity Policy</td>
</tr>
<tr>
<td>Insurance Policy</td>
</tr>
<tr>
<td>Donations Policy</td>
</tr>
<tr>
<td>Policy for Acceptance and Treatment of Donations</td>
</tr>
<tr>
<td>Code of Practice for Philanthropy</td>
</tr>
<tr>
<td>Delegations of Authority Policy and Register</td>
</tr>
<tr>
<td>Assets Policy</td>
</tr>
<tr>
<td>Policy Development Approval and Review Policy</td>
</tr>
<tr>
<td>Code of Conduct for All Staff</td>
</tr>
<tr>
<td>Asset Management Form and Template</td>
</tr>
<tr>
<td>Policy on Educational Partnerships</td>
</tr>
<tr>
<td>Asset Management Plan Policy</td>
</tr>
<tr>
<td>Policy on Policy Development</td>
</tr>
<tr>
<td>Work, Health, Safety and Wellbeing Policy and Procedure</td>
</tr>
<tr>
<td>Risk Management Policy</td>
</tr>
</tbody>
</table>
1. Background Information

Drawing on the long and rich heritage of the Catholic Church as a patron of the arts, Australian Catholic University (ACU) is committed to building upon the vast cultural history of Catholicism, and expanding its contribution to, and appreciation of, art. The university has acquired a significant number of artworks from its amalgamation with previous Catholic institutions of higher learning.

The ACU Art Collection (Art Collection) has continued to expand to the present day and now comprises over 1,000 works. The Art Collection supports the ACU mission, as well as teaching, learning, research and enterprise, and serves - in alignment with the university’s Arts and Culture Strategy - as a platform for the university’s promotion and engagement, while also contributing to the aesthetic enhancement of the university environment.

The university’s increasing maturity is reflected in its growing profile (particularly in the Catholic sphere) and impressive research achievements. As part of this development, ACU has begun to develop its arts and culture reputation through the commissioning and acquisition of a number of significant works. Since its inception in 1990, ACU has steadily developed a reputation for its commitment to arts and culture. ACU will continue to develop and strengthen its Arts and Culture profile including the acquisition of high-quality works, particularly those reflecting the Catholic mission and identity of the university and art within an environment of cultural diversity. This commitment aligns with ACU’s mission and history, and also has great relevance beyond the Catholic community.
The appointment of ACU’s inaugural art curator highlights the importance of art and culture at ACU. The ACU Art Collection is managed through the Office of the Vice-Chancellor and President. The art curator is responsible for the development and management of the art collection, which includes acquisition, transportation and handling, cataloguing, presentation, and conservation. (A major aspect of the art curator’s role is to examine and assess the art collection across the university’s eight campuses: North Sydney, Strathfield, Brisbane, Melbourne, Canberra, Ballarat, Adelaide, and Rome, whilst referring to existing catalogue registers. This includes identifying the strengths and weaknesses of the Art Collection and consulting on its breadth and diversity).

The university plans to implement an appropriate management software system for museum standard cataloguing of the art collection. As part of the ongoing development of the art collection, the art curator continually seeks opportunities for future acquisitions within the scope of the Art Collection, in particular as part of the development of ACU Galleries and new infrastructure across the campuses.

2. Policy Statement

The ACU Art Collection is an intellectual, spiritual and cultural asset for the university community that aesthetically enhances the learning environment, and the mission, history and fabric of the individual campuses while celebrating the value of cultural diversity, in accordance with the university’s Cultural Diversity Policy. The art collection promotes a vibrant and dynamic visual arts presence at ACU while engaging and encouraging innovation and creativity among students.

This policy defines the principles to be followed by the ACU community in the development, management and use of the ACU Art Collection, which is consistent with the university’s mission, vision and core values.

3. Policy Purpose

The ACU Art Collection will be professionally managed in line with best contemporary practice.

The university will consolidate and expand the art collection by acquiring significant artworks by purchase, commission, donation, Cultural Gifts Program and bequest; with a particular focus on collecting the work of artists with a proven record of artistic excellence.

The university will also support the artistic community through the acquisition of artworks by midcareer and emerging artists. ACU aims to create opportunities for contemporary artists to develop their artistic expression within the catholic intellectual tradition that emphasises the dignity of the human person, truth, love and the common good.

ACU will acquire (and should retain in its present holdings) only those items of collectable or intrinsic value that will enhance the university’s catholic identity and mission, teaching, research, service to community, or, the documenting of its history. These items will enrich a successful, welcoming and active campus environment in accordance with the ACU Work Health and Safety, and Wellbeing and the Risk Management Policy.
The art curator will be responsible for an exhibition program that draws upon the art collection to celebrate diverse practices, create partnerships with the external community and provide a focus for visual arts scholarship, teaching, research, engagement and appreciation.

The art collection will be promoted regionally, nationally and internationally as a significant cultural resource of the university.

4. Application of the ACU Art Collection Policy

This policy applies to all ACU Staff.

5. Artwork Acquisitions

The university’s Procurement Policy will be adhered to with regards to acquisitions, and relevant parties will be consulted.

Any person purchasing artwork on behalf of ACU must abide by the conflict of interest provisions of the Code of Conduct for All Staff. They must declare they have no conflict of interest or, if they have such a conflict, then it must be reported to the ACU Executive for resolution prior to any decision being taken.

6. Commissions

For approved commissions, sourcing design concepts and quotations from artists and potential suppliers are consulted in adherence with the ACU Procurement Policy. Approval processes in accordance with the Delegations of Authority Policy and Register will be undertaken. The university’s Procurement Policy guidelines are adhered to when commissioning artwork for the university.

The commissioning process includes;

- Consulting with relevant parties regarding the design, scale, cost, Unit area budget, timeline of the project, and relevance to the ACU mission and the art collection.
- Consulting with relevant parties regarding artworks to be incorporated in any new building project during the pre-design stage. This includes agreement on the budget to be applied for the procurement of the artwork and all associated handling, storage and installation costs.
- Managing the consultation process between the Office of the Vice-Chancellor and President and the Office of the Vice President, associate vice-chancellors and deans of campuses, Properties and Facilities and the artist/s to determine the scope of the project and relevance to the ACU mission and the art collection.
- Project management procedures, including; establishing project cost, and confirming budget and cost centre for the realisation of the project.
- Sourcing design concepts and quotations from artists and suppliers in line with the university’s Procurement Policy.
- Engaging with the local Archbishop or Bishop may be required, depending on the scale of the commission. This will be undertaken by the ACU.
• Overseeing the production and installation of artwork in consultation with relevant parties, and in accordance with the university’s Risk Management Policy.

• Documenting the artwork using the Art Collection Cataloguing Worksheet (see Appendix (a)) and a dedicated collections management software program, and recording the artwork on the university’s art register, and the university asset register in accordance with the university’s Asset Management Form and Template.

7. Funding of Artwork Acquisitions and Commissioned Projects

Funding for artwork acquisitions and commissions is generally sourced from the ACU New Building Levy/Capital Building expenditure and individual unit area budgets.

Full details of the acquisition or commission will be provided to Finance, supported by documentation confirming the source and value, for inclusion in the university’s asset register.

Acquisitions and commissions will be routinely accessioned, checked and catalogued on a cataloguing worksheet, the Art Collection Ledger, and recorded on the university’s cataloguing management system.

All art acquisitions will be documented as follows:

8. Artwork Acquisition and Commission Criteria

8.1 Relevance

The university will only collect works of art that relate to the university’s purpose and key collecting areas as identified in Section 3 Policy Purpose.

8.2 Significance

Priority is given to works that are significant for their religious, sacred, historic, aesthetic, research, social and spiritual value.

8.3 Provenance and Documentation

Priority is given to works where the history of the work is known and associated documentation and supporting material can be provided. Priority is given to commissioned and acquired works of art that will be presented in identified settings that include appropriate lighting and seating.

8.4 Teaching potential

Subject to the imperative of point (a) above, artworks deemed to have particular value in the university’s teaching programs will be prioritised.
Educational resources and community engagement tools to support teaching and learning may be developed for artworks deemed to have particular value in the university’s teaching program, student internships and Artists-in-Residence opportunities. Designed resources can include information worksheets, study guides that refer to an individual or series of works within the art collection, artist interviews, and art curatorial workshops that may support the university’s Policy on Educational Partnerships.

8.5  Legal Requirements

The university will only accept artworks where the donor/vendor has legal title to the work. With regard to indigenous cultural property, the university will adhere to the local state and commonwealth legislation covering ownership/sale/return of skeletal remains and artefacts and objects having religious or cultural significance.

Where the validity of ownership is in question, the university shall not accept the item until ownership is resolved. The ACU will only acquire items that have been collected, sold or otherwise transferred ethically and lawfully and in compliance with national and international regulations.

The university will also adhere to the Museums Australia policy document *Continuous Cultures, Ongoing Responsibilities: Principles and guidelines for Australian Museums working with Aboriginal and Torres Strait Islander Cultural Heritage* (February 2005).

8.6  Management and Resource Implications

Consideration will be given to the management and resource implications of all acquisitions, and the financial and legal implications of accepting all loans or gifts of art.

8.7  Collection Management

The university will observe the National Standards for Australian Museums and Galleries v1.5 September 2016 for the documentation and preservation of the art collection.

8.8  Documentation

- An effective documentation system is maintained for the Art Collection by:
  - Assigning a unique accession number to each new work; and
  - Creating a cataloguing worksheet that includes information about the work, its maker, provenance and value and details of agreed credit lines, where works have been donated;
  - Photographing all works; and
  - Recording acquisition information on a dedicated collections management software.
8.9 Conservation and Storage

- Spaces specifically for storage of art will be established on each campus.
- The university aims to achieve high standards of collection care and storage.
- Storage areas must remain clean, secure and sealed against the weather.
- Temperature and relative humidity should be kept as stable as possible.
- Access to storage areas is to be controlled.
- Ultra-violet light should be excluded from storage areas.
- Archival quality storage materials should be used for all significant materials.
- Storage areas must be regularly checked for pests and other problems.
- Objects are not to be stored on the floor.
- Untrained personnel should never attempt to clean, treat or restore objects within the ACU Art Collection.

9. Valuation

The ACU Art Collection will be professionally valued every three years.

The Director of Finance will be provided with an image of artworks valued over AUD$3,000.

A valuation report of the Art Collection will be provided on an annual basis to the university’s Financial Services Division as required by the university’s Asset Management Plan Policy and Insurance Policy.

10. De-accessioning and Disposal

10.1 De-accession

The Art Collection will be subject to periodic review by the Art Curator in order to assess the ongoing relevance of individual artworks. Artworks will be considered for de-accessioning on a case-by-case basis according to the following criteria:

- Relevance to the university’s Catholic Identity, Mission and strategy.
- Relevance to the ACU art collection.
- Artistic merit.
- Duplication.
- Theft or loss, damage or serious deterioration in condition, if the cost of maintenance outweighs its value.
- Absence of clear legal title.
- Repatriation of cultural material.
- The possibility of upgrading by exchange.
- The work lacks sufficient documentation to support its authenticity and provenance.
- An item that is on loan to the university is recalled by its owner.
- De-accession items may be considered for retention and display as purely decorative items.
- Disposal by way of resignation or retirement gift, or by way of sale, in accordance with this policy.

Strict guidelines for de-accessioning will be in line with industry standards.
10.2 Disposal

Any person disposing of artwork is required to take whatever steps are necessary to maximise the value received by the ACU from the sale of the artwork. In relation to the sale of the artwork, they must declare they have no conflict of interest or, if they have such a conflict, then it must be reported to the Office of the Vice-Chancellor and President for resolution prior to any decision being taken to accept an offer.

Disposal will be carried out in accordance with the university’s Asset Management Plan Policy and procedures.

All items for disposal will require final approval from the Vice-Chancellor and President or his/her nominee.

The university will ensure all legal and cultural issues are observed.

Works will be disposed of in a manner beneficial to the art collection and may include return, sale, exchange, gift, placement in non-public university spaces, or destruction.

De-accessioned artworks will be removed from the Assets Register (Finance) and the Art Collection Art Register. The finance office will be notified regarding the removal from the Asset Register. A copy of documentation pertaining to the de-accessioned artworks will be retained in the ACU Art Collection archives. Proceeds from any sale arising from de-accession will normally be used for purposes of collection development.

Every effort will be made to notify and consult with the artist and/or donor of a proposed de-accession, and ACU will accommodate their request to have the artwork returned to them.

Prior to any decision to dispose of unwanted artwork, it must be ascertained whether or not the artwork was gifted to ACU. If the artwork was gifted, then the original owner must be given the opportunity to take back the artwork at no price.

De-accessioned artworks may only be transferred to, purchased by or given to a university staff member or any member of his or her immediate family if that person is the artist of the work, or the artwork is being disposed of by way of appropriate resignation or retirement gift, or by sale for value in accordance with the procedures set out in this policy.

11. Display

Artworks are displayed in the university’s public spaces. The number of artworks in storage are kept to a minimum.

Artworks are circulated and displayed across the university’s eight campuses.

Heads of organisational areas may request artwork from the collection for offices and other spaces within the organisational area.

Requests to display artworks will be evaluated and determined on the basis of adequate security, appropriate lighting and suitable climatic conditions in the proposed display area.

Heads of organisational areas authorised to display artworks must agree to the following conditions of use: Artworks on display may be recalled if:
The conditions under which the artwork was lent, change.

- The work is required for exhibition, loan or conservation treatment.
- Any of the conditions outlined are breached.

To facilitate the display of the ACU Art Collection transport and installation of artworks will be arranged via Properties and Facilities. Artworks must not be moved or lent to a third party without the prior approval, and heads of organisational areas must ensure that artworks are preserved in the condition in which they were received and will not attempt to repair or clean the artworks.

Organisational areas will be responsible for all costs associated with the damage or loss of artworks that fall under the insurance excess. Heads of organisational areas must report in advance any factors that may affect the physical condition of artworks.

12. Loans

The university will lend and borrow works of art and other material on a short-term basis as deemed appropriate. It is a requirement that relevant parties place requests in advance to process and facilitate the arrangement. All loans will be documented and bound by way of the Loan Agreement (see Appendix (b) and (c)).

12.1 Inward Loans

Inward loans will normally only be accepted for specific exhibitions or research and for fixed periods of time.

Works of art offered on a long-term basis will only be accepted where there is clear intent to donate the work to the university at a future date as specified in the ‘Loan Agreement (inward)’ (see Appendix (b)).

Inward Loans will be recorded in a separate Loans Register.

13. Donations

In accordance with the university’s Donations policy and the ACU Code of Practice for Philanthropy, gifts of art will be accepted provided they meet acquisition and commission criteria as per Section 9. The university retains the right to accept or refuse such offers as they occur in accordance to the Policy for Acceptance and Treatment of Donations.

13.1 All donations will be documented and bound by way of the Donation Agreement (see Appendix (c)).

13.2 Gifts that conform to the Art Collection Policy will be accepted under the provisions of the Cultural Gifts Program in strict accordance with the program guidelines.

13.3 The university reserves the right not to accept donations made with conditions.

13.4 Donations in kind to the art collection must receive the approval of the Vice-Chancellor and President (or nominee). The Vice-Chancellor and President will acknowledge the donors in writing.

13.5 Gifts of art to the university will be formally acknowledged by the Office of the Vice-Chancellor and President in accordance with the university’s Policy for Acceptance and Treatment of Donations.
13.6 Donations of gifts under the Cultural Gifts Program must comply with all national and international legislative requirements. The Finance Office will be notified when a donated artwork has been formally accepted in the Art Collection, providing the donor’s details and estimated value of the gift.

14. Exhibition

The Art Collection will be given prominence through exhibitions, publications and public programs.

15. Reproductions

Any reproduction of images of artwork from the ACU Art Collection must be properly acknowledged and made in accordance with Copyright Law. All Copyright arrangements will be documented and bound by way of the Copyright Agreement (see Appendix (e)).

Staff members who wish to reproduce or communicate online an image from the ACU Art Collection must obtain the approval of the head of their organisational area and also forward an email request to the art curator for approval. A request must be submitted at least four weeks before the intended use of the image and include:

a. The name and contact details of the requesting party.

b. Proposed form of reproduction.

c. Details of the proposed publication in which the artwork is to be reproduced or communicated.

Where requests are approved, the user must agree to the following conditions of use:

- The organisational area will be required to pay for the cost of a high resolution reproduction of the image.
- The art curator will arrange for the photography of the selected artwork.
- Permission to reproduce the work will be declined if copyright approval cannot be obtained.
- An authorised user is responsible for an image’s appropriate reproduction or online communication.
- Authorised users must make every effort to preserve the integrity of the image and must not attempt to alter it in any way.
- The art curator will only give final approval for an image’s use on receipt of a final, pre-publication proof of the print or on-line publication/material provided by the authorised user.
- The art curator must be notified prior to publication or communication of any proposed changes in the design, promotional intent or distribution of the publication/material that may change the agreed use of the image.

The following acknowledgement must accompany the reproduced artwork:

- Reproduced with permission from the artist and assistance from the Art Curator, Office of the Vice- Chancellor and President, Australian Catholic University.
- The authorised user must lodge two copies of the print publication/material with the Art Curator’s office.

Any images found in breach of these conditions may be recalled.
16. Review
This Policy will be regularly reviewed by the responsible officer and amended as required in accordance with the Policy on Policy Development.

17. Contacts
Responsible Officers:
Art Curator
Director, Office of the Vice-Chancellor and President

18. Glossary of Terms/Definitions
Accession: The process by which an acquired artwork becomes the legal property of the university and records are established to note the artwork’s provenance, condition and other relevant information.

De-accession: The process of removing artworks from the Art Collection through sensitive consultation with the local community, donors and benefactors.

Cultural Gifts Program: A program that provides tax incentives to encourage gifts of culturally significant items from private collections to public art galleries, museums, libraries and archives.

Conservation: The act of professionally stabilising the condition of an artwork that may include light repair or restoration. Conservation activities that require chemical treatment and reframing are to be undertaken externally due to ACU Health and Safety risks.
<table>
<thead>
<tr>
<th>Accession no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACU Finance System Asset Number (Where applicable)</td>
</tr>
<tr>
<td>Object name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Keywords</td>
</tr>
<tr>
<td>Inscriptions and markings</td>
</tr>
<tr>
<td>Measurements</td>
</tr>
<tr>
<td>Medium</td>
</tr>
</tbody>
</table>

**Art Collection Cataloguing Worksheet**

Artist/Creator details

artwork image included
Name……………………………………………………………………………………………………………………
Birth date………………………………………………………………………………………………………………
Nationality………………………………………………………………………………………………………………
Role…………………………………………………………………………………………………………………………
Address……………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
Date of work
exact…………………………………………………………………………………………………………………………
estimated……………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
Place created
Town/street………………………………………………………………………………………………………………
Region…………………………………………………………………………………………………………………………
Country…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
When used
exact
estimated
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
Acquisition details
How acquired………………………………………………………………………………………………………………
When acquired………………………………………………………………………………………………………………
Name and location of source…………………………………………………………………………………………
…………………………………………………………………………………………………………………………
Tel…………………………………………email………………………………………………………………………………
Record of gift/donor………………………………………………………………………………………………………………
Comments…………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………
Condition good
fair
poor
……………………………………………………………………………………………………………………………………
Conservation report………………………………………………………………………………………………………………

13 | ACU ART COLLECTION POLICY
Storage location

Current location

Supplementary file

<table>
<thead>
<tr>
<th>Hard files</th>
<th>Digital files</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright

Restrictions

Contact

Tel. email.

Form of acknowledgement/credit line

Notes

Cataloguer: Caroline Field

Art Curator

Office of the Vice-Chancellor and President

Email: caroline.field@acu.edu.au

Date
Loan Agreement (INWARD)

Please complete and sign the form, and return one copy to the Australian Catholic University as per contact details below.

BORROWER: Australian Catholic University Limited
Address: Drake House, 24 Brunswick Street
         Fitzroy VIC 3065
Phone: (03) 9953 3651
Contact: Caroline Field, Curator
         Office of the Vice-Chancellor and President
         Australian Catholic University Art Collection
Email: caroline.field@acu.edu.au

LENDER: {INSERT name}
Address: {INSERT address street line 1}
         {street line 2}
Phone: {INSERT phone}
Contact: {INSERT name and position}
Email: {INSERT email}

Period of Loan: ..............................................................................................................................
Purpose of Loan: ..............................................................................................................................

DESCRIPTION OF ITEM/S:
Artwork Title: .................................................................................................................................
Artist: .............................................................................................................................................
Date: ...............................................................................................................................................
Medium: ..........................................................................................................................................
Dimensions: .....................................................................................................................................
Total value of work/s: $……………………………………………………....

CREDIT LINE: Australian Catholic University Art Collection

CONDITIONS COVERING THE LOAN:

1. Insurance
   If whilst the artwork is in the care of the University and is lost, stolen, damaged, or destroyed, the University will provide, to the Lender, compensation for such events up to the amount indicated on this Agreement for the entire duration of the Loan.

2. Shipping and Transportation
   The University agrees to make all professional transport and secure packing arrangements in consultation with the Lender, and cover all costs.

3. Acknowledgement
   The University will acknowledge the Lender, in the form indicated by the Lender on this Agreement under the heading ‘Credit Line’.

4. Reproduction
   Subject to the University obtaining the necessary copyright consent (if required), the Borrower may reproduce and photograph the Work for publicity, or educational purposes.

AUTHORISATION:

I accept the terms and conditions as stated in this Agreement.

_________________________________                 ___________________________________
Signature of Lender:                                               Signature of Borrower:
{INSERT name}                                                   Professor Greg Craven,
{INSERT organisation/}                                          Vice-Chancellor and President
Australian Catholic University

_______/_________/________    _______/_________/________
Date                          Date
Appendix (c)

LOAN AGREEMENT (OUTWARD)

Please complete and sign the form, and return one copy to the Australian Catholic University as per contact details below.

BORROWER: {INSERT name}
Address: {INSERT address street line 1}
{street line 2}
Phone: {INSERT phone}
Contact: {INSERT name and position}
Email: {INSERT email}

LENDER: Australian Catholic University Limited (the University)
Address: Drake House, 24 Brunswick Street
Fitzroy VIC 3065
Phone: (03) 9953 3651
Contact: Caroline Field, Curator
Office of the Vice-Chancellor and President
Australian Catholic University Art Collection
Email: caroline.field@acu.edu.au

Period of Loan: ....................................................................................................................
Purpose of Loan: ..................................................................................................................

DESCRIPTION OF ITEM/S:
Artwork Title: ..................................................................................................................
Artist: ...............................................................................................................................
Date: ...............................................................................................................................
Medium: ........................................................................................................................
Dimensions: .....................................................................................................................
Total value of work/s: $……………………………………………………....

CREDIT LINE: Australian Catholic University Art Collection

CONDITIONS COVERING THE LOAN:

1. **Insurance**
   During the term of the Loan, the Borrower must insure at all times and keep insured the Work/s on loan. If at any time requested by the University, the Borrower will provide a certificate of currency in relation to these insurances. If whilst the artwork is in the care of the Borrower and is lost, stolen, damaged, or destroyed, the Borrower will provide, to the University, compensation for such events up to the amount indicated on this Agreement for the entire duration of the Loan.

2. **Shipping and Transportation**
   The Borrower agrees to make all professional transport and secure packing arrangements in consultation with the University, and cover all costs.

3. **Acknowledgement**
   The Borrower will acknowledge the University, in the form indicated by the University on this Agreement under the heading ‘Credit Line’.

4. **Reproduction**
   Subject to the Borrower obtaining the necessary copyright consent (if required), the Borrower may reproduce and photograph the Work for publicity, or educational purposes.

5. **Termination of Loan**
   The University reserves the right to terminate this Loan Agreement (Outward) at any time during the loan period. The Borrower will immediately retract the Work/s on request.

AUTHORISATION:

I accept the terms and conditions as stated in this Agreement.

_________________________________                 ___________________________________
Signature of Borrower:                                             Signature of Lender:
{INSERT name}                                                Professor Greg Craven
{INSERT organisation/}                                    Vice-Chancellor and President
                                                          Australian Catholic University

_____ / _______ / _______                                    _____ / _______ / _______
Date                                                               Date
ACU ART COLLECTION DONATION AGREEMENT

This Agreement is made this ___ day of ____________ year __________

BY and between {insert name}, (the Donor)

AND Australian Catholic University Limited (the University).

The Donor acknowledges that they are the owner of the artwork known as:

Artwork Title: …………………………………………………………………
Artist: ………………………………………………………………………
Date: ………………………………………………………………………...
Medium: ………………………………………………………………………
Dimensions: …………………………………………………………………
Condition (Good, Fair, Poor): ……………………………………………
Estimated value: ……………………………………………………………

Provenance: (date acquired by Donor and how acquired by Donor; details of earlier provenance if known):

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Hereinafter called the ‘Work’. 
OPERATIVE PROVISIONS:

1. The Donor declares that they enter into this Donation Agreement of their own free will, voluntarily, and without influence.

2. The Donor declares that the Work was obtained legally and that they believe the Work has not been exported from its country of origin in violation of the laws of that country, nor imported into Australia in violation of any law or treaty of Australia.

3. The Donor unconditionally assigns to the University the Donor’s full and unconditional title, rights and interests, including intellectual property rights, and copyright in the Work.

4. The Donor agrees that the University may use or dispose of the Work in any manner that the University deems fit, subject to the University identifying the Work in its own electronic or hardcopy records.

5. The Donor agrees that the University is under no obligation to exhibit the Work.

Signature of Donor ____________________________________________

Print Name __________________________________________________

_______/_______/_______

Date

Signed on behalf of Australian Catholic University Limited

_________________________________                  ______________________________________

Signature      Professor Greg Craven

Vice-Chancellor and President

Australian Catholic University

_______/_______/_______

Date
ACU ART COLLECTION
COPYRIGHT AGREEMENT

I (insert artist name) of (insert artist address) declare that I am the sole copyright owner of the Work listed below. I acknowledge that the Work is original and does not infringe the copyright of any third party.

DESCRIPTION OF WORK (the Work):
Refer to separate attachment for multiple artworks (if required):

Artwork title: ..............................................................

Date of development .................................

Description ..............................................................

..............................................................

..............................................................

GRANTING OF LICENCE:

I hereby grant to the Australian Catholic University Limited (the University), a non-exclusive irrevocable licence to reproduce and use the Work on the following conditions:

Purpose
- Inclusion in the Australian Catholic University art collection;
- Use for all Australian Catholic University purposes including, but not limited to, publication, research, website, digital media, educational, curatorial and exhibition;
- Reproduction of the Work; and
- Promotion of the Australian Catholic University

Location Worldwide

Duration Ongoing
MY UNDERSTANDING AND ACKNOWLEDGMENTS:

The University will ensure that any reproductions, publications and communications by the University shall identify the work as follows:

a) artists name;
b) title of work; and
c) year.

By executing this Agreement, I understand that the University will not use or deal with the Work for any purpose external to the Purpose listed in this Agreement without my prior written permission. However, I entrust the University to use its reasonable and informed discretion to determine which particular uses fit within the specified Purpose.

By executing this Agreement, I agree that all external requests (i.e. requests not from the University) to commercialise and/or reproduce the Work will be referred to me for my sole consideration (my Consent) until the expiration of the copyright in the Work. If prior to the Expiration Date, there is a bona fide change of copyright ownership in the Work or relevant contact details, I promise that someone will notify the university of these changes so that the University may contact the appropriate person. I acknowledge that any failure to notify of such changes will result in the University continuing to seek my Consent until such clarification is obtained.

_________________________________                 ___________________________________
Signature                          Print Name

_____/_______/_______
Date

Signed on behalf of Australian Catholic University Limited

_________________________________             _____________________________________
Signature                          Caroline Field, Curator
                                      Office of the Vice-Chancellor and President
                                      Australian Catholic University

_____/_______/_______
Date