Campus Display Guidelines for Curtin University of Technology Art Collection

Preamble
This policy provides guidelines for the display of artworks in the Curtin University of Technology Art Collection within University departments and sections on the Bentley, Muresk and Kalgoorlie campuses and off-site departments of the University.

Curtin University is unique among Western Australian universities in that we encourage access to the University Collection by involving the Curtin community in the management of the public display of artworks. This is a wonderful initiative and one that the John Curtin Gallery (JCG) continues to support while also safeguarding this culturally important and valuable University asset.

In 2008 the John Curtin Gallery reviewed all Campus Display procedures with the intention of better safeguarding the Curtin University Art Collection from loss and degradation. Several strategies have been put into place to this effect, including closer monitoring of artworks on display, clear labeling of the artworks, shorter display periods and more frequent circulation of works.

Guidelines
Artworks are to be made available for display in publicly accessible areas that are staffed during normal University operational hours. This includes reception areas, main entrance foyers, offices of executive academic and administrative staff, and specially designated and fitted out exhibition spaces. The Collection Manager and/or Campus Display Coordinator will consider other spaces on a case-by-case basis.

Loan periods will be for one year. Depending on the nature of the artwork, extensions of the loan period can be arranged in consultation with the Collection Manager or Campus Display Coordinator, but will not exceed three years. Artworks consisting of fragile, fugitive or light sensitive media will not be made available for display for prolonged periods in areas that exceed standard environmental conditions.¹

The person responsible for the area in which the artworks are to be housed will be required to take duty of care of the artworks. This Officer is responsible for the safekeeping of the artworks for the period of the loan, which will be formally acknowledged with appropriate internal artwork loan transaction documentation between the Gallery and the School/Area, as documented by the Campus Display Coordinator.

¹ For more information: http://nga.gov.au/conservation/prevention

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The Art Collection is a Fixed Asset of the University, therefore University policy and procedures applicable to assets also apply to artworks held in the Art Collection.

**Procedures**  
All requests for installation and display of artworks are to be made by the Borrower and directed in writing to the Campus Display Coordinator who will assess suitability of space and recommend appropriate works.

A minimum of two months' notice is required for all requests for artworks.

Prior to display the Campus Display Coordinator will note the condition of the Work on the internal loan transaction document. The report will be used for reference in the case of damage and to monitor any deterioration to the Work whilst on display. The Borrower or their agents will undertake no alteration, cleaning, restoration or repair to the Work.

In the event of damage or loss of an artwork, the Officer must contact the Campus Display Coordinator immediately after the damage or loss is noticed. The Campus Display Coordinator will assess the situation.

**Artworks are to be handled, moved and installed only by Gallery staff.** In order to arrange removal the Officer should provide a minimum of a fortnight's written notice to the Collection Manager or Campus Display Coordinator. Email notification is sufficient.

The Borrower can terminate the loan period prior to expiration by providing the Campus Display Coordinator with a minimum of 14 working days’ written notice. In the case of early termination of the Period by the Borrower, the Borrower may be liable for a charge to recover costs.

The Campus Display Coordinator can terminate the loan by providing the Borrower with 14 working days’ written notice, or if the work is no longer deemed by the Campus Display Coordinator to be in a suitable condition for display.

The Borrower will allow the Campus Display Coordinator and Collection Manager (or agent) access to the work for the purposes of inspection, condition monitoring, cataloguing, and annual statutory stocktake.

If any insurance claims arise out of loss or damage to any artwork whilst in the custody of the area, the area will be liable for the costs of deductibles.

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**Associated costs**

Please contact the Campus Display Coordinator for further information.  
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