

ARTWORK AT THE CHILDREN'S HOSPITAL AT WESTMEAD

POLICY®

DOCUMENT SUMMARY/KEY POINTS

- The Children's Hospital at Westmead's art collection has been established for the enjoyment of patients, families, visitors, staff and volunteers.
- The artwork collection helps to create a positive and friendly atmosphere and adds to the overall healing environment of the Hospital.
- The artwork collection is carefully compiled and managed by an Art Curator and the Public Relations Department following strict selection criteria.
- The artwork collection is a very valuable resource and it is the responsibility of all staff to help to maintain it safely.
- This policy has been developed to:
 - Inform staff that the Hospital is a registered art gallery
 - Articulate how the artwork collection is managed
 - Document the loans procedure
 - Inform staff on how to obtain or move artworks for their area
 - Provide procedure of reporting damage to artworks

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
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Team Leader:	Art Curator	Area/Dept: Community Relations & Marketing

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This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.

CHANGE SUMMARY

- Due for mandatory review.
- Minor changes made throughout the document: recommend reading the entire document.

READ ACKNOWLEDGEMENT

- Departmental Managers should be aware of this policy.

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1 Background: CHW artwork collection

The Children's Hospital at Westmead is a registered art gallery, with over 2200 catalogued artworks on display throughout the Hospital. The artwork collection is designed to amuse, inspire and intrigue and to help provide areas of solitude and tranquillity, where needed.

The art collection is comprised of paintings, mixed media on paper, prints, sculpture, photographs, murals and wood panels. The artworks in the collection are by established artists and by school children through the Operation Art Program. Artworks must be treated with care and respect at all times.

2 Mission Statement

The primary reason for creating The Children's Hospital at Westmead Art Gallery is to create a stimulating, healing environment which will benefit patients, parents, staff and visitors to the Hospital

The Children's Hospital at Westmead Art Gallery will collect works of art from all fields of artistic endeavour and from all countries, providing they meet the goal of creating a stimulating, healing environment.

The Children's Hospital at Westmead Art Gallery will commission works of art, including murals, providing they meet the goal of creating a stimulating, healing environment.

Visitors will be drawn mainly from NSW although an increasing number of interstate and international visitors will also benefit.

The collection is reviewed on an ongoing basis by the Arts Curator.

3 What the Art Gallery will collect or commission

The Children's Hospital at Westmead Art Gallery will collect works of art from all fields of artistic endeavour and from all countries, providing they meet the goal of creating a stimulating, healing environment. Preference will be given to artworks of outstanding artistic merit and cultural value; and to artworks which brighten clinical areas in the hospital for the benefit of patients.

The Children's Hospital at Westmead Art Gallery also acquires artworks through the Operation Art program. This program runs in conjunction with the Department of Education.

As the Art Gallery is situated in The Children's Hospital at Westmead, which is a public hospital, access to the Art Gallery will be 24 hours per day. No admission will be charged.

4 How the Art Gallery will collect works of art

The Children's Hospital at Westmead Art Gallery will acquire objects for the permanent collection by donation, bequest, commission, purchase or transfer. The Art Gallery will be free to display, treat, promote, and where necessary, deaccession collection material. The Art Gallery will accept conditional donations and permanent long term loans but such pieces will not be submitted to the Cultural Gifts Program, for consideration for tax deductibility. All donations, commissions, loans and purchases will be approved by the Curator.

All approved donations of artworks will be accepted on the provision that all absolute and unconditional ownership of the artworks, and any associated reproduction rights, be given to the hospital. The donation of the artwork will not be terminated upon death of the donor and will bind any Legal personal representatives.

All items accepted into the collection of The Children's Hospital at Westmead will become the exclusive and absolute property of the Hospital and may be displayed, loaned, reproduced, retained or disposed of in the best interest of The Children's Hospital at Westmead.

Collection Criteria

The Curator will consider the following criteria before approving acquisition of an object.

- **Relevance**

Determine the relevance of the artwork judged against the Art Gallery's aims and objectives and the scope of the Art Gallery's collection policy.
- **Documentation**

Priority will be given to objects with associated documentation and support material.
- **Condition**

The condition of the object will be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.
- **Storage**

Determine if safe storage is available for the object.
- **Display**

Determine any legal or conservation restrictions that prevent the object being displayed. It should be noted that Art Gallery objects will normally be on permanent display.
- **Duplications**

Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.
- **Legal Requirement**

Determine if there is legal title to the object and if the donor can legally donate or sell the object.

5 Where the collection will be displayed

Artworks are displayed throughout the hospital but requests will be placed in the following priority order; public corridors, wards and treatment rooms, waiting rooms and staff facilities. Preference will be given to public area requests over individual staff or office requests.

Staff requests for artworks will be processed in the following way:

1. Contact to be made with the Curator through Public Relations regarding requests for new art (this may also include rotation or removal of existing art, or art needs for a newly refurbished area etc.)
2. Curator will discuss the request with a nominated staff member regarding what the staff/site needs and determine what type of art would best suit the location etc. The request will be added to the current waiting list(s).
3. The Curator will send the staff contact selected digital images ('thumbnails') of available art to consider and respond to. At any one time there are limited permanent collection artworks available and as such the Curator will make a reasonable but finite attempt to meet the needs of the Department.
4. The nominated staff member will adequately discuss with their colleagues prior to the Curator finalising artwork for placement.
5. Every reasonable attempt will be made to find a suitable artwork, however if no artwork is selected after repeated suggestions, your request will be rescheduled for a later date when new art has been acquired.
6. Once artwork(s) have been selected by the nominated staff member, the Curator will arrange a mutually agreed date and time for our Picture hanger to install the artwork.

6 Mural Program

Murals are an important facet of the Art Gallery's commitment to placing artworks in all areas of the Hospital. Murals will be considered on a case by case basis and be a collaboration between the Curator, nominated staff member and the artist.

Particular areas of the hospital are unable to house artworks as they require a higher level of infection control and the walls are unavailable for drilling. These areas will be given priority in the Mural Program and include, but are not limited to, wards, treatment rooms, and clinical departments such as Oncology.

The mural policy is available here:

<http://webapps.schn.health.nsw.gov.au/epolicy/policy/3728>

7 Collection Care – acquisition, documentation, storage, conservation, movements and display

Acquisition, Documentation and Record Keeping

The Art Gallery aims at all times to maintain an effective documentation system. All receipts, Art Gallery registers and catalogue information will be kept in the Art Gallery files. These files are held on the premises. The Art Gallery will follow the guidelines below when acquiring material:

- Owner or agent completes the form 'Submission for donation of artwork' and returns to the Curator along with a high resolution image or a colour photograph, minimum size A5.
- The Curator will assess the donation for inclusion in the Art Gallery Collection. The decision will be documented.
- Refused objects will be sent a letter of thanks and their photograph returned, if applicable.
- Successful donors will be required to complete the Artwork Accession Form and will be sent a letter of thanks, a copy of which will be retained in the records of the Art Gallery.
- Artworks donated through the Australian Government's Cultural Gifts Program will be processed accordingly. The Cultural Gifts Program offers tax incentives (deductions and capital gains tax exemptions) to people who donate cultural items to Australia's public collections, including the Children's Hospital at Westmead Art Gallery. An application must be submitted, along with all relevant forms and two current market valuations by approved valuers. For more information see <https://www.arts.gov.au/funding-and-support/cultural-gifts-program>
- Collection of the object will be arranged at a mutually agreed time, delivered to the Art Gallery and registered, numbered and catalogued.
- All valuable artworks are registered as part of the Hospital's Asset Register
- Simply leaving an artefact at the Art Gallery does not constitute acceptance in the collection.

Storage and Conservation

The Art Gallery aims to achieve high standards of collection care and storage. The following guidelines are followed:

- Storage areas will remain clean, secure and sealed against the weather.
- Temperature and relative humidity will be kept stable and be monitored and measured on a regular basis.
- Access to storage areas will be controlled.
- Ultra-violet lights will be excluded from storage areas. If storage areas are not in use, lights will be turned off.

- Archival quality storage materials will be used.
- Storage areas will be regularly checked for pests and other problems.
- Objects will not be stored on the floor.
- Untrained personnel will not clean, treat or restore Art Gallery objects.

Artwork Movements and Display

Artworks cannot be removed from their location without first consulting the Curator and giving 20 business days' notice prior to the artwork being moved.

Artwork movements must be documented with an Artwork Movement form (Appendix 2) and their new location updated in the Art Gallery files, this includes but is not limited to; new acquisitions, new locations for existing objects in the collection and removal of displayed objects into storage

Care of the collection whilst on display is the responsibility of all Hospital staff and visitors. If anyone sees damaged artwork, they should contact the Curator through Public Relations (extension: 53364). Particular attention should be taken when in the vicinity of artworks. No promotional stands, trolleys, hospital beds, bins or other objects can be placed within 50 cm of an artwork.

8 Deaccessioning and Disposal Procedures

The deaccessioning process applies to all artworks in the Art Gallery's collection, including those acquired through the Operation Art program.

Criteria for Deaccessioning

An object can be deaccessioned from the Art Gallery collection if:

- It does not comply with the current policy of the Art Gallery.
- It is damaged beyond repair.
- The conservation and storage costs are beyond the means of the Art Gallery.
- It is a lesser quality duplicate of an object the Art Gallery already owns.
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection

Deaccession Procedures

1. The object identified for removal from the collection will be reviewed by the Curator for consideration with close reference to the criteria stated above.
2. The object identified for deaccession will be held for a two month "cooling off" period before it is finally disposed of.

3. Staff, volunteers, and their families are prohibited from purchasing a deaccessioned object except through public auction.
4. Any funds acquired from the sale of the deaccessioned item will be credited to The Children's Hospital at Westmead Art Gallery Fund to be used exclusively for the purpose of collecting and displaying works of art.

Disposal Procedures

In priority order, the object must be:

- Returned to the donor or family.
- Transferred to another appropriate institution.
- Sold by public auction where appropriate.
- Used as an education/interpretative tool.
- Destroyed or recycled if appropriate.

9 Loans

The Art Gallery will lend and borrow material to help meet its mission statement, goals and objectives. The Art Gallery will keep separate records of inward and outward loans. The maximum loan period is 12 months.

Inward loans

- Inward loans shall only be accepted if they meet the goal of creating a stimulating, healing environment.
- Inward loans shall be recorded in a separate loans register.
- A representative of both the Art Gallery and the lender will be required to sign appropriate documentation. Each party will hold a copy of this agreement. This documentation will record conditions of the loan and the period of the loan.
- The Art Gallery agrees to exercise the same care with respect to loans as it does for its own collection.
- Loans shall remain in the possession of the Art Gallery for the time specified on the form.
- The Art Gallery can request to renew loans if required. Documentation recording renewal must be signed by the Curator and lender.

Outgoing Loans

- The Art Gallery will lend objects to other Art Galleries and organisations holding historical collections. It will not lend to private collectors.

- Borrowers and the Curator will be required to sign an agreement. Each party will hold a copy of this agreement. The agreement will record the conditions of the loan and period of the loan.
- The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
- The borrower will provide a secure display and/or storage area.
- The maximum loan period is 12 months. Applications for extension period must be made prior to the loan expiry date.
- Objects cannot be treated or altered in any way.
- Loans must remain in the possession of the borrower until returned to the Art Gallery.

10 Review

The Art Gallery will review its collection policy every three years.

11 Art Tours

Tours of the Hospital's Art Collection can be arranged through Public Relations. Tours are tailored to meet the requirements of different groups depending on tour objectives.

The Hospital has designed a number of self-guiding tours and activities for children based on the art collection. Details are available through Public Relations.

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12 Appendix 1: Artwork Accession Form

ARTWORK ACCESSION FORM

With the purpose to collect and display visual arts which creates a supportive and caring environment for the patients, their families and staff of The Children's Hospital, Westmead

I/We:

Of the following address:

Hereby give to The Children's Hospital, Westmead (Hospital) all absolute and unconditional ownership of the following objects ('artworks'), and any associated reproduction rights to which I/We have, relating to:

Title of the Artwork: _____

Artist: _____

Date of production: _____ Size: _____

Medium: _____

Value: _____

Will the donation be made through the Cultural Gifts Program? Yes/No

I/We wish the gift to be identified to the public in the permanent records of The Children's Hospital, Westmead as:

Gift of _____

The artworks and any related items described above (including attached pages), and I/We the donors do:

1. Warrant that I/We are the true owners of the "artwork"
2. Warrant that the subject of this gift is free of any encumbrances, restriction or conditions
3. Hereby give, convey, dispose and deliver unto the Hospital all my/our title and interest in the "artwork" to the Hospital absolutely (excluding Copyright but including Reproduction rights)
4. Declare that this gift shall ensure for the benefit of the Hospital, its successor and transferees in perpetuity
5. Declare that this gift shall not be terminated upon death and shall bind my/our Legal personal representatives
6. All items accepted into the collection of The Children's Hospital, Westmead will become the exclusive and absolute property of the Hospital and may be displayed, loaned, reproduced, retained or disposed of in the best interest of The Children's Hospital, Westmead.

Signed on the _____ day of _____ 2017

Donor/on behalf of

The Children's Hospital, Westmead

13 Appendix 2: Artwork Movement Form

ARTWORK MOVEMENT FORM

DATE:

From:

To:

Artwork Image	Artwork details Artist Title Size Medium Accession number
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SENT BY:	RECEIVED BY:
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