



## AP 516 – ART CURATION

### BACKGROUND

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The division, in keeping with its objective of providing aesthetic education, supports a procedure of accepting works of art for the schools.

### PROCEDURES

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1. The school system will obtain an appraisal of the art periodically as deemed required.
2. A tax receipt may be issued to the donor if he/she gives an amount equal to the cost of the appraisal as a donation to the school system. The tax receipt will reflect the appraisal value of the work of art plus the appraisal donation.
3. No work of art will be acquired by the division, whether by purchase or donation, for the purpose of resale.
4. Any art that is commissioned or donated must be on a removable medium. If any art is installed to the existing structure the division holds the right to dispose of or cover over the artwork if required without the consent of the artist.
5. All recommendations to dispose of a work of art will be referred to the chief financial officer along with reasons for the recommendation. The final decision will require the director's approval and will be subject to the following procedures:
  - 5.1. The division will not sell an artwork donated or bequeathed to the collection without making all reasonable attempts to contact the donor, her/his heirs, executors, administrators, or assigns, for consent. If and when contacted, they will be given the opportunity to purchase the artwork(s) at current market value.
  - 5.2. Artwork will be sold through public auction or through a recognized gallery.
  - 5.3. No artwork will be sold to a member of staff, the Board members, nor to any private citizen other than as described in 5.1 and 5.2 above, directly by Saskatoon public schools.
  - 5.4. Any proceeds from the sale of the de-accessioned artworks will be placed in general revenues.
  - 5.5. In the unlikely event that a work acquired is de-accessioned while the artist is still living, the artist will be given the opportunity to buy back the work at the original purchase price plus an annually determined administrative fee. The de-accessioning of an artwork by a living artist will be discouraged.
6. Loans
  - 6.1. The division may make works of art available to the general public through exhibits at public art galleries when invited to do so by the gallery director or Board, provided arrangements have been made to adequately insure the works during transit and display.
  - 6.2. The chief financial officer may from time to time institute a restricted list of works, which because of reasons of fragility, condition, or particular importance to the collection will be unavailable for general loan. The exhibition of these works outside the school system will require the consent of the chief financial officer.



7. It is a primary responsibility of the division and staff to ensure the care and preservation of the collection.

The chief financial officer will institute a regular registration and survey of the condition of all works in the collection.

8. Each item, upon its entry into the school system will be entered into the asset management system website by the individual school or department.

A digital picture of the artwork will be submitted via e-mail to the executive assistant of the chief financial officer. The executive assistant will arrange for the digital picture to be placed on the asset management system website.

9. Insurance

- 9.1. The division will carry insurance for the collection.

- 9.2. Artworks on loan to public galleries will be insured by the gallery, according to division specifications.

- 9.3. All records on the permanent collection will be kept by the chief financial officer.

10. The division may, as a matter of procedure, provide access to its collection to researchers and interested members of the public. The artworks in the collection not on display will be available for viewing by appointment with the chief financial officer only during regular office or school hours. From time to time, additional approval from the director may be sought.

Non-confidential information regarding the artworks in the division's possession will be provided to the public, on request. The division will not, however, release information, which may be prejudicial to the interests of a donor or vendor.

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