


ST. BONIFACE GENERAL HOSPITAL  St-Boniface <u>ADMINISTRATIVE MANUAL</u>	Policy Name Buhler Gallery - Collections Policy	No. I-310	Page 1 of 3
	Approved By Executive Team	Last reviewed September 16, 2008	
	Effective Date September 16, 2008		
	Originated By Atrium Services – Support Services		

1.0 PURPOSE:

To clarify the roles and responsibilities surrounding the collection of art by the Buhler Gallery of St. Boniface General Hospital (“Hospital”).

2.0 POLICY:

- 2.1 St. Boniface General Hospital, through the Buhler Gallery will develop a collection of art for the Campus.
- 2.2 The Buhler Gallery collection will include historical and contemporary Canadian works of art (paintings, drawings, original prints, sculpture and photography), with particular emphasis on Manitoba and the prairies, that respect the mission, vision and values of the Hospital.
- 2.3 **Art Collection Acquisitions Committee:**
The Art Collections Acquisitions Committee will be the members of the Art Advisory Council. The Committee will assist the Buhler Gallery in the acquisition and collection of art.
- 2.4 **Acquisitions:**
 - General:
 - 2.4.1 All acquisitions will be relevant to the scope of the collection, whether received through donation, purchase or bequest.
 - 2.4.2 The Buhler Gallery will ensure that acquired works are properly documented, cared for, protected & preserved.
 - 2.4.3 Works will only be acquired after satisfactory proof as to legal ownership and provenance is determined and compliance is paid to the provincial, national and international conventions regarding these matters.
 - 2.4.4 All acquisitions are to be accompanied by appropriate legal documentation.
 - Purchases:
 - 2.4.5 Works will not be acquired through purchase, unless specified monies have been given for that purpose. All purchases must adhere to the general policy guidelines above.
 - 2.4.6 All purchases should have confirming appraisals to ensure appropriate prices are paid; those from dealers must have accompanying invoices.
 - Donations:
 - 2.4.7 All donations must adhere to the general policy guidelines above.

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- 2.4.8 Offers of donation must be accompanied by a letter, or form of “Offer of Donation” signed by the donor, even if an agent is working on behalf of a donor.
- 2.4.9 Donations will be eligible for a Tax Receipt and recognition from the St. Boniface Hospital & Research Foundation as per the Foundation Charitable Donations or Gifts in Kind Policy (Policy no.VI-142).
- 2.4.10 Evaluations for donations are to be made in accordance with current art museum practice and current Canada Revenue Agency legislation. One independent evaluation is required for works of a value up to \$5000.00; two for those exceeding \$5000.00. In-house evaluations may be made by a knowledgeable and qualified individual for those works under \$1000.00.
- 2.4.11 Title of ownership must have been made to the Hospital before a tax receipt can be issued. The work must be in the custody of the Hospital by the end of the tax year for which the receipt is being issued.

Bequests & Estates:

- 2.4.12 All works bequeathed to the Hospital must adhere to the general policy guidelines above to be eligible for acquisition.
- 2.4.13 The evaluation and tax receipting procedures noted above must be followed for donations from estates and will be undertaken through the St Boniface Hospital & Research Foundation.
- 2.4.14 In the instance that a work(s) bequeathed does not fall within the guidelines of the Collection policy and with the concurrence of the executors, the work(s) may be sold. The monies realized shall be used for purchase(s) for the collection in the name of the estate.

2.5 Collections Management:

- 2.5.1 The Buhler Gallery will develop and maintain a collections inventory and back up collection records for each art piece.
- 2.5.2 Collection records will comply with recognized professional standards of art museum practice, including all basic cataloguing inventory such as artist; title; date; medium; size; acquisition number; signatures and notes on the verso; condition; location; date and method of acquisition; motion to acquire, with date; donor source; value at time of acquisition; provenance; exhibition and publication records. Each record file will contain the acquisition number, a hard copy of the electronic data record; the appraisals of the work, the letter of offer from the donor, the deed of gift, Will, bills of sale or receipt of purchase, a copy of the tax receipt; copyright information and photograph. These records must be available for audit.
- 2.5.3 Matters of value and personal details of the donor are to be kept confidential; matters of key data and provenance, and exhibition and publication history should be accessible to researchers.
- 2.5.4 Notification to the Hospital’s Insurer is required for each art piece. Curator of the Buhler Gallery is to provide copy of such notification to the Finance Department.

2.6 Deaccessioning:

- 2.6.1 The Buhler Gallery may deaccession art from the collection, from time to time.

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- 2.6.2 The recommendation to deaccession must be made by the Curator knowledgeable in the field and must be documented as to the specific reasons, such as its condition; being a duplicate; being outside the collection's scope; or if a better example is available.
- 2.6.3 Deaccession of each piece will be reviewed by the Arts Advisory Council and a recommendation made through the Executive Director Support Services to the Hospital President/CEO for final decision. All records must be retained in perpetuity.
- 2.6.4 The monies realized shall be used for purchase(s) for the collection in the name of the estate.

2.7 **Conservation and Preservation:**
 The Hospital will ensure proper care and preservation of the collection to the best of its ability, be aware of current national standards, and will seek advice from professional conservators as necessary.

2.8 **Collections Use:**
 The purpose of the art collection is for public enjoyment and access, and thus will be used in exhibitions at the Buhler Gallery on a periodic basis and will be installed under the direction of Gallery staff throughout Hospital campus and rotated on a periodic basis.

2.9 **Ethics:**
 The Art Collection Acquisitions Committee will, to the best of its ability, act within current professional parameters of ethical conduct as identified by the Canadian Museums Association and the International Council of Museums.

2.10 **Public Access:**
 The right of the public's access to the collections, documentation and information is acknowledged, and will be accommodated, under supervision, for bona fide research purposes. Requests in writing must be submitted in advance to the Curator, Buhler Gallery.