



<b>POLICY:</b>	Heritage Assets Policy
<b>FIRST DRAFT:</b>	ET 2018#03
<b>ADOPTED:</b>	UR 2018#04
<b>AMENDMENTS:</b>	
<b>REVIEW:</b>	October 2020

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Revision History

Changes	Approving Manager	Date
Initial Publication		05/03/2018
Reviewed by Finance & Resource Committee		05/03/2018
Approved by Executive Team (ET2018#03)		22/03/2018

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## 1.0 Overview

Mary Immaculate College maintains a collection of Heritage Assets – paintings, sculptures, rare and valuable books and other items. These artwork items have been collected over many years by the College and constitute a valuable resource for research and scholarship, exhibition, and educational purposes shared by the academic and cultural communities the College serves. The collection also greatly enhances the cultural life and aesthetics of the College and the surrounding region.

## 2.0 Review

The Heritage Assets policy is reviewed every two years.

## 3.0 Goal of Heritage Assets policy

The purpose of this policy is to provide guidelines and procedures on the management of the College Heritage Assets Collection including acquisition, accession and deaccession of artwork and loan policies for its use.

## 4.0 Scope

This policy applies to MIC staff within all academic and professional services departments, and related offices and units.

## 5.0 Risk Statement

This policy mitigates the risk of College property being misappropriated or inadequately maintained or recorded.

## 6.0 Management of Art on Campus

The Art Technician oversees the operations of the collection and provides advice and direction regarding the management of the collection including but not limited to: making recommendations for placement and display of artwork; repair, storage and maintenance of the collection; inventory, and record keeping; additions to the collection (whether gifted or purchased), deaccession of artwork in the collection; oversight of facilities and risk management; the lending of artwork; and adherence to standards of best practice in consultation with the Vice President Administration & Finance (VPAF).

The Art Technician shall oversee the maintenance and care of the Collection and shall maintain a record of where each piece from the Collection is located. College employees, including the Art Technician, shall consult with VPAF before transporting, handling or installing any piece from the College Heritage Asset Collection.

The VPAF shall ensure that all artwork items in excess of €1,000 shall have a current valuation report on file with said valuation reviewed every five years. Other artwork items shall be subject to a rolling review to ensure they are professionally valued at least once every ten years.

#### Acquisition and Accession of Artworks to the College Heritage Asset Collection

Additions to the collection will be guided by the stated mission, values and strategic objectives of the College. Additions to the collection may come through either gifts (including bequests), purchases or commissions as approved by the Finance & Resource Committee upon recommendation of the College President.

Gifts of artwork to the College must be reviewed and approved by the Finance & Resource Committee at the request of the President. A Deed of Gift shall be completed and retained on file for each such gift.

Loans of artwork to the College must be reviewed and approved by the VPAF. A Deed of Loan shall be completed and retained on file for each such item loaned.

#### External Loans of items by MIC

Artwork from the College may be lent to other public institutions or professional art galleries for exhibition purposes. Artwork will not be lent to businesses or private individuals

The College will make decisions on loans of artwork from the collection upon recommendation by a member of Executive Team and on approval by Finance & Resource Committee. The terms of and length of the loan period will be determined by the VPAF, but shall normally be in periods of no longer than 12 months, subject to renewal.

## 7.0 Conflict of Interest

Any staff member or College representative involved in the process of acquiring works of art, or negotiating with donors, for the College, who has a potential conflict of interest, must declare their interest to the VPAF. A conflict may arise where the individual is a private collector, has financial interest in a commercial gallery, or is related to an artist or a donor with whom the College is negotiating. Where decisions about purchases or donations may potentially conflict with the personal interests of a staff member or College representative, they may be asked to withdraw from that process.

## 8.0 Effective Date

This policy is effective upon issuance.