



## **Provincial Art Bank Guidelines**

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## **Provincial Art Bank Policy**

Art bank programs contribute to the appearance of Canada's public buildings and help to educate Canadians about the importance of arts and culture in Canada. Moreover, such programs contribute to the professional development and economic success of Canadian artists, while promoting their talents and artistic accomplishments. With an abundance of seasoned and up-and-coming artists in Newfoundland and Labrador, the provincial Art Bank Program is crucial to the visual arts in the province now more than ever.

In order to most effectively operate the Art Bank Program in Newfoundland and Labrador, several important issues must be addressed with respect to the functioning and administration of the program. The following document outlines the specific features of the program and details the various criteria that will ensure the program's successful operation.

The Art Bank Program will reflect the professional interests of visual artists of the province, serve as a means through which to publicly promote local talent and artistic ability, and uphold the vibrant, cultural heritage of the province of Newfoundland and Labrador. The ultimate goal of the program will be to benefit both visual artists and the people of the province. Additionally, through the purchase and vigilant management of the artwork, the program will demonstrate the value of the arts sector in Newfoundland and Labrador to the public.

Administered by The Rooms Provincial Art Gallery, with annual funding from the Department of Tourism, Culture and Recreation, the Provincial Art Bank Program shall facilitate the acquisition of artwork produced in Newfoundland and Labrador to be exhibited in provincial public buildings across the province. The works of art which are purchased under this program shall become a permanent part of Government's public collection, to be enjoyed for generations to come.

### **THE COLLECTION**

As of July 2008, there were 2,608 pieces in the collection of the Art Bank Program, nearly all of which are on exhibit in Government buildings. Most are located in public spaces, including ministerial suites and offices of government services located throughout the province, and many are on display in the province's six Arts & Culture Centres.

Approximately 900 artists are represented in the collection and their artworks represent many and varied disciplines, including photography, painting, printmaking, sculpture, and fine craft.

The Provincial Art Bank collection is a valuable cultural asset and resource for promoting the province's visual artists. Curators at The Rooms Provincial Art Gallery frequently make use of the collection when assembling exhibitions and there are regular loan agreements negotiated with curators and galleries from other jurisdictions. This helps to further promote the work of Newfoundland and Labrador artists inside and outside of the province.

## **Guidelines**

### **1.0 Artists' Eligibility**

Artists are eligible to participate in the Provincial Art Bank Program provided that they meet the following criteria:

**1.1** Artists must be residents of Newfoundland and Labrador, which requires 12 months of continuous residence in the province. Artists who are absent on a temporary basis may submit work for consideration if they can establish that their primary residence is in the province. In the case of a dispute, eligibility shall be determined by the province in which the individual last paid taxes.

**1.2** Artist eligibility will not depend on an artist's professional status but rather on the quality of the artwork.

**1.3** The Art Bank will only purchase work from living artists.

**1.4** Members of the Jury, the Advisory Committee or their immediate families are not eligible to submit a work for consideration while the individual is a member of either committee. Members of the Board of Directors and employees of The Rooms Corporation are not eligible to submit work to the Art Bank Program.

### **2.0 Artwork Eligibility**

The eligibility and suitability of artwork for the Provincial Art Bank will depend upon the following criteria:

**2.1** As one of the objectives of the program is to provide support and encouragement for visual artists, the artwork must originate from the primary art market, where the artist maintains ownership of the work. Works previously sold by the artist and which are now part of the secondary market will not be eligible for consideration.

**2.2** While the jury will make its selection based on photographic reproductions, only original artwork will be eligible for purchase. Reproductions or photographic reproductions of artwork will not be eligible for submission or purchase.

**2.3** Artwork in various media will be eligible for selection. The artwork must be suitable for installation in an office environment. Artworks may include, but are not limited to, the following media:

Ceramic	Painting
Drawing	Photography
Fibre	Printmaking
Glass	Sculpture
Metal	Mixed Media

However, as works purchased through the Art Bank Program are meant for display in public spaces, works which are fragile or unstable, take up an unusually large surface or volume, or that are otherwise unsuitable for public display, may not be eligible for purchase, regardless of their artistic merit.

**2.4** Project proposals for future works are not eligible. Artwork submitted must be complete and available for purchase as of the date of submission.

**2.5** There will be no limit on the date of creation of artwork submitted to the Art Bank purchase program.

**2.6** The Art Bank will not purchase work which is a duplicate of work already in the collection.

### **3.0 Submission Guidelines**

Art Bank staff will issue an annual call for submissions at least two months prior to the submission deadline and will ensure that the call is widely circulated by a variety of media throughout the province. Artists will be eligible to participate in the Art Bank of Newfoundland and Labrador annual purchase program provided that they meet the

following submission criteria. If you do not follow the guidelines your application will be considered incomplete and will be withdrawn from the competition.

**3.1** A detailed submission form is required for each art work submitted. The form is available from The Rooms website ([www.therooms.ca/artgallery](http://www.therooms.ca/artgallery)) or by mail from the Collections Management Technician (tel: 709 757-8047).

**3.2** Artists may submit a maximum of three artworks for consideration annually. However, the Art Bank will only purchase one work per artist per year.

**3.3** Artists must submit images of the works in digital format on a clearly labelled CD or DVD. Digital images should be in JPG format at a resolution of **300 dpi at 5x7"**. We no longer accept slides.

**3.4** Number of images per work: For two-dimensional works, artists must submit two images: an image of the complete artwork and a detail. For three-dimensional works, artists must submit three images, including views of the artwork from different angles and/or a detail.

**Definition of detail:** selected section of an artwork that is enlarged to show surface detail. Resolution of the enlarged scale to be 300 dpi at 5x7".

**3.5** Descriptive details of each work must be submitted including the title, date, medium, dimensions and price. Considerations when documenting the artwork should include colour balance, composition, reflections from glass and the scale of work (particularly in the case of sculpture).

**3.6** Artworks must be submitted **unframed**. Works submitted framed will not be accepted.

**3.7** Artists must include a C.V. (3 page maximum) with their submission, along with a 250-word artists' statement.

**3.8** Materials used in the creation of artworks must be of archival quality.

**3.9** The requested price for artworks should reflect the current market value of the artwork. Higher than market value prices may not be considered for purchase by the jury

## **4.0 Advisory Committee**

Each year, The Rooms Corporation shall establish an Advisory Committee to: select the members of the Art Bank Jury; oversee the selection process; receive, approve and transmit the Jury's recommendations; and advise the Minister of any considerations concerning the Art Bank program.

**4.1** The Committee will consist of the Director of The Rooms Provincial Art Gallery or designate, who shall serve as Chair, one practicing artist, and one expert in the visual arts<sup>1</sup>.

**4.2** The Advisory Committee shall issue an annual call for nominations to serve on the Art Bank Jury. Final selection of Jury members shall be based on, to the extent possible, balanced areas of expertise, gender, and regional representation.

**4.3** Following the submission and selection process, artwork recommended by the Jury will be reviewed by the Art Bank Advisory Committee. The Committee will normally accept the recommendations of the Jury. Recommended works will then be submitted to the Minister for approval.

**4.4** The Advisory Committee shall submit an annual report for the Minister which shall include an account of the jury process, a list of works purchased and any other considerations that have been raised during the course of the year.

## **5.0 The Jury**

The Jury process for the Art Bank will be administered in accordance with the clauses outlined below.

**5.1** Jury members for the Art Bank Program may be nominated by artists, individuals in the sector, members of the Advisory Committee or the public at large.

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<sup>1</sup> For example: collector, arts writer, curator, teacher, artist, appraiser

**5.2** The Jury shall be comprised of up to five individuals who represent, over time, a balance of visual arts practice, career stage (emerging, mid-career and senior), gender, and regional representation.

**5.3** In selecting Jury members, the Art Bank Advisory Committee will consider names submitted in response to the annual call for nominations as well as internal lists maintained by the program. Jury members shall serve for a period of one year from the time of selection.

**5.4** The Jury will assess and recommend or decline works offered for purchased by or donated to the Art Bank. In making their assessments they will be guided by the acquisition policy for The Rooms Provincial Art Gallery and their own judgement. All artists who submit works shall be treated equally.

**5.5** The Collections Management Technician will serve as a facilitator to the Advisory Committee and Jury, but will not have a vote on the Jury.

**5.6** Upon completion of the selection process, jury members will be appropriately compensated for their professional services as per the current agreement between CAMDO/CMA and CARFAC. This will include fees for professional services, travel and accommodation expenses.

## **6.0 Conditions of Purchase**

**6.1** Once approved by the Minister, selected works shall be shipped by the artists to The Rooms Provincial Art Gallery at the cost of The Rooms Corporation. The Rooms Provincial Art Gallery is not responsible for any additional appraisal costs or costs related to documentation of artwork presented for consideration.

**6.2** Payment will be issued once the artwork and all pertinent information is received by The Rooms.

**6.3** Purchase contracts between artists and the provincial government will include the use of artwork for display in Government buildings. These contracts will include permission for use of images on The Rooms Provincial Art Gallery website for a period of eight weeks. These contracts will also include provision for payment of appropriate artists' fees when artwork is included in exhibitions in The Rooms Provincial Art Gallery or is the artwork is loaned to other institutions outside the Province (to be covered by the borrowing institution).

## **7.0 Allocating the Works of Art in Government Offices**

**7.1** The Art Bank Program aims to exhibit works of art in government's public spaces. For the purposes of the program, a public space is defined as:

- Government House;
- House of Assembly;
- The Premier's Offices: Confederation Building, Corner Brook, and Happy Valley-Goose Bay;
- Offices outside St. John's reserved for the use of visiting Cabinet members;
- Ministers' suites;
- Offices of all Members of the House of Assembly (MHA) that are located in Confederation Building;
- Offices of Deputy Ministers and heads of Crown agencies;
- Offices of Assistant Deputy Ministers (ADM);
- Offices of Provincial and Supreme Court Judges;
- Main lobby of government buildings normally open to the public;
- Main waiting room of a department or agency; and
- Main boardroom of a department or agency; and
- Other spaces used by Government which provide for public access (such as temporary quarters of government commissions).

**7.2** Provision may also be made for other high traffic public spaces (ie. corridors) or unattractive public spaces whose aesthetics would be improved by the presence of artwork, on a case by case basis.

**7.3** All other spaces in government buildings are not considered public spaces under the guidelines. Specifically, this includes:

- Constituency offices of any MHA;
- Offices of members of the Minister's staff;
- Offices of public servants below the rank of ADM;
- Schools and campuses of the College of the North Atlantic; and
- Hospital and clinics.

**7.4** Artwork that is currently located in areas that fall outside these guidelines may be grandfathered in that location. In the case of private offices, existing artwork may remain in place until the individual changes offices or retires.

## **8.0 Order of Precedence**

**8.1** When new works of art are acquired through the Art Bank Program, they are allocated according to the following order of precedence:

- The Premier and the Lieutenant Governor have the first opportunity to select among the new works of art. They alternate as to who has the first opportunity to select the new works. During even numbered years, the Premier selects first and, during odd numbered years, the Lieutenant Governor has this privilege.
- Ministers;
- Speaker of the House and MHAs;
- Provincial and Supreme Court Judges;
- Deputy Ministers, Auditor General, Heads of Crown Corporations; and
- Assistant Deputy Ministers.

Once each group is notified of their opportunity to select works, selections are made on a first come, first served basis. The remaining works are distributed to other public spaces on first come, first served basis.

## **9.0 Number of works per public space**

The intent of the Art Bank Program is to disseminate works of art to public spaces in as many government buildings as possible.

**9.1** As new pieces are acquired and the order of precedence followed, the program attempts to disperse the works to a progressively broader group of public spaces. For this reason there is normally a restriction of 2-4 pieces per individual office.

**9.2** The number of works displayed in any location will depend on the number of works available throughout the system, the amount of wall or floor space available in that public space, and the “aesthetic balance” provided by the works in that space. Decisions of this sort will be made by the Art Bank Technician.

**9.3** If works of art remain unclaimed once the order of precedence is completed, the Art Bank Technician will determine where these works should be displayed. The priority will be those public spaces which have few or no works currently on display.

## 10.0 Regular rotation of the works

From time to time, the Art Bank technician shall circulate works of art from public space to public space, to provide different audiences the opportunity to view the same work. This rotation of works will normally take place in the following circumstances:

- **Cabinet and Executive shuffles:** Ministers and Deputy Ministers may wish to bring the works of art allocated to them from office to office, as they change portfolios.
- **New acquisitions:** Ministers, Deputy Ministers and agency Heads who acquire new works in any one year will normally relinquish the same number of works back to the art Bank collection, to be allocated to other public spaces.
- **At the Department's or Agency's request:** Employees of a department or agency may wish to hang different pieces of art in their public spaces every few years.
- **When the work is under threat:** Pieces which have been damaged or which are in danger of becoming damaged will be removed for repair or moved to a safer location. The site will be evaluated for a replacement piece, one which will be less sensitive to its location.
- **When required for exhibition** If the Provincial Art Gallery requires the work for exhibition it may be recalled at any time.
- **Rotation:** In addition to these circumstances, the Art Bank Technician may initiate a rotation of works of art if the current pieces have become 'stale' in their current environment.

## 11.0 Conservation

The intent of the Art Bank Program is to acquire works of art which will remain on exhibit for future generations. It is therefore essential that a duty of care is exercised to preserve these works. In this respect, the following policies are to be followed:

- **Handling/moving works of art:** Only the Art Bank Technician or someone delegated by him or her is authorized to move works from the Art Bank collection. If a work of art is to be moved, the

Technician must be contacted and the piece left in place until he/she can move it or have it moved by a qualified person.

- **Locating works of art:** Depending upon the medium, works of art can be damaged by sunlight, handling, dust, excessive moisture, vandalism, etc. As well, left unattended, they can be stolen. The proper placement and location of the pieces is therefore essential.
- **Exhibit cases:** Three dimensional pieces may require cases to ensure their longevity. Where required, the purchase or construction of an exhibit case should be considered as part of the acquisition process, and sufficient funds set aside from the acquisition budget at the time of purchase.
- **Evaluation of the state of the collection:** The Art Bank Technician will monitor the state of the collection on a regular basis. Pieces which have been damaged or which require intervention to prevent damage will be repaired/treated using funds from the acquisition budget.

## 12.0 Deaccessioning

From time to time the Art Bank may find it necessary or desirable to deaccession works from its collection. Deaccessioning must be carried out in accordance with applicable legal and ethical requirements.

**12.1** Any work in the Art Bank may be considered for deaccessioning if it reflects one or more of the follows terms of deaccession:

- Accidental loss or theft; or
- Damage of artwork beyond restoration.

**12.2** The deaccession of a work of art should only take place following careful study, review and unanimous agreement by the Art Bank Advisory Committee, in accordance with the *Rooms Act*, and subject to the approval of the Minister of Tourism, Culture and Recreation. The deaccessioning process must be thoroughly documented and the records maintained by the Art Gallery in perpetuity.

**12.3** Works that have been damaged beyond restoration should first be offered back to the artist or the artist's estate. If the artist declines the work, the work should be permanently disposed of.

### **13.0 Departmental Designates**

The Deputy Minister or head of the Crown Agency is responsible for the artwork within his/her Department or Agency. Their signature is required acknowledging the current inventory of work for which he/she is responsible and each time this inventory is revised.

**13.1** The Art Bank Technician is assisted in this function by an employee, designated by the Deputy Minister or the head of a crown agency, who has been assigned the responsibility of monitoring the condition of the artwork, exhibited within his/her department or agency.

This employee:

- Shall ensure that all the pieces allocated to his/her department or agency are accounted for and in good condition;
- Shall ensure that no pieces are moved by a non-qualified individual;
- Shall report any damage sustained to a piece;
- Shall advise the Art Bank Technician if they wish to rotate some or all of the pieces currently allocated to their department or agency; and
- Shall ensure that any works allocated to satellite offices are accounted for and in good condition.

**13.2** It is the responsibility of the Deputy Minister or the head of the Crown Agency to inform the Art Bank Technician in the event that the department or agency designate is replaced.

### **14.0 Acquisition of artwork outside the Art Bank Program**

**14.1** Normally government does not purchase works of art outside of the Art Bank program. In cases where departments and agencies do purchase works of visual art independently, these works shall be brought to the Art Bank for acquisition and entry into the collections management database. Should the works not conform to the Art Bank's acquisition policies, then the works shall be classed as government assets recorded as such.

**14.2** Existing artwork purchased by or donated to government departments should be identified to the Art Bank for acquisition and entry into the collections management database. These artworks will

then be returned to the department. If the department should decide that they no longer want the works, they will be returned to the Art Bank and made available through regular government rotation. Should the works not conform to the Art Bank's acquisition policies, then the works shall be classed as government assets recorded as such.

**14.3** Members of the House of Assembly may also be presented with works of art. In such cases, the pieces should be forwarded to the Art Bank Jury to determine whether they should be accessioned into the collection. If they are deemed eligible for accessioning they will be included in the database and returned to the recipient for exhibit. If they are not deemed eligible, they will be returned without being added to the database and the works shall be classed as government assets recorded as such.

## **15.0 Responsibilities of The Rooms Provincial Art Gallery**

**15.1** The Art Bank shall adhere to the Collections Management policies currently in place at The Rooms Provincial Art Gallery.

**15.2** The Rooms shall be responsible for advising the Minister of the Department of Tourism, Culture and Recreation on issues relating to the Art Bank in the long-term.

**15.3** The Provincial Art Gallery Director (Advisory Committee Chair) shall advise the Committee on any matters pertaining to purchases.