

## ECU Art Collection – Loan Guidelines

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### 1. Loans

1.1. The University may permit temporary incoming and outgoing loans of artworks into and from the ECU Art Collection, where:

- 1.1.1. The University has a distinctive contribution to make,
- 1.1.2. The benefits for the University are compelling; and
- 1.1.3. University staff and students can also be involved

### 2. Inward

2.1. The Art Curator has the authority to borrow works to complement exhibitions within ECU or for touring exhibitions.

### 3. Outward

- 3.1. Artworks from the Collection may be loaned to public exhibitions outside of the University and at the discretion of the Art Curator. All external loans will be governed by the Outgoing Loans Guidelines.
- 3.2. All requests for loans from the Collection must be in writing to the Art Curator and will be subject to an Outgoing Loan Agreement. Evidence of insurance cover must be provided by the borrower before any artwork can be released for loan. The University may choose to maintain its own policy in some instances.
- 3.3. Artworks from the Art Collection will only be lent to professionally run galleries and exhibition spaces with controlled environments as determined suitable by the Art Curator. ECU will condition report all external loans by a qualified conservator and the reports will be delivered with the works of art to the borrowing institution.
- 3.4. A record of release of art / acceptance of art along with trace notes for return dates is to be recorded in EMu at the time the loan agreement is executed.
- 3.5. All freight costs are to be covered by the borrower. All additional costs such as crating, packing and reinstallation, where applicable, will be the responsibility of the borrower. Only recognised art carriers are to be used for moving any artwork from the Collection. The University, with recommendations from the Art Curator, reserves the right to nominate the carrier.

### 4. Accountabilities

- 4.1. The Art Curator is responsible for the strategic and operational management of the ECU Art Collection. Any issues pertaining to the ECU Art Collection, or to any individual piece in the collection, and its use shall be directed to the Curator.
- 4.2. Digital and Campus Services (through the Manager, Campus Operations and Resources) have delegated financial responsibility for the ECU Art Collection on behalf of Edith Cowan University.

- 4.3. Executive Dean, School of Arts & Humanities (Policy Owner) has overall responsibility for the content of this policy and its operation in ECU.
- 4.4. Finance and Business Services Centre has responsibility for oversight of controls to ensure adequate financial, asset management and audit requirements are met. The Centre will also provide support of the EMu Art Collection Management System (ECU Business Support).

5. Relevant policies and procedures

- ECU Art Collection – Policy
- ECU Art Collection – Loan Guidelines
- ECU Art Collection – Access, Handling, Storage and Conservation Guidelines
- ECU Art Collection - Asset Management Guidelines.