

## ECU Art Collection - Asset Management Guidelines.

### 1. PURPOSE

The aim of these Guidelines is to provide guidance to manage the Edith Cowan University (ECU) Art Collection as “Assets” using the Electronic Museum management system (EMU).

EMU has been chosen as the platform to store and manage all artworks at ECU.

The general system administration and access provision to EMU will be managed by the System Administrator in FBSC.

### 2. ORGANISATIONAL SCOPE

These Guidelines apply to all ECU staff involved in sourcing, procuring, managing and/or using the artworks at ECU.

### 3. CONTENT

#### 3.1. Purchasing Artwork Assets

3.1.1. The sourcing and purchasing of artworks for the University are managed by the University’s Art Curator. Each purchase of artwork is endorsed by Digital Campus Services (DCS) Manager Campus Operations and Resources and approved by Executive Dean of School of Arts and Humanities (for more information see the “*ECU Art Collection – Acquisition Guidelines*”)

3.1.2. When any artwork or artifact is purchased or donated, a record of the acquisition should be initiated by the Art Curator, by way of a Purchase Order in Oracle or an acquisition form.

3.1.3. Once an artwork is physically receipted, the Art Curator is responsible to create a new record in EMU and load an initial image with the new record. Once a new record is created, the Art Curator will not be able to change the image of the record. The new record will automatically have the following initial status in EMU:

Attributes	Status
Object Status (under the	Provisional
Record Status (under the Security Tab)	Not Sighted

3.1.4. An independent party (e.g. a photographer) will physically inspect the artwork and ensure that the new record accurately reflects the physical artwork itself. Once satisfied, he or she will alter the EMU status of the new record to the following:

Attributes	Status
Object Status	Provisional
Record Status	<b>Sighted</b>

3.1.5. To complete the process, the Financial Accounting Team Leader from FBSC will conduct due diligence check on the new record. Once satisfied, she will modify the status of the new record to:

Attributes	Status
Object Status	<b>Catalogued</b>
Record Status	Sighted

At this point, the record will become live.

## 3.2. Managing Artwork Assets

### Movement of Artwork

- 3.2.1. All internal and external request for artwork will need to be directed to the University's Art Curator. Similarly, all artwork must not be relocated without the expressed authorisation of the Art Curator and should only be relocated by the authorised personnel under the guidance of the Art Curator (For more information, see the *"ECU Art Collection – Access, Handling, Storage and Conservation Guidelines"*).
- 3.2.2. For internal request, the Art Curator has the ability to approve the request and amend the location of the artwork in EMU.
- 3.2.3. For external request, the loan module in EMU should be used to track and monitor all external artwork loan request.

### Adding New Images

- 3.2.4. The Art Curator has the ability to add new images in the Multimedia tab in EMU. However, the Art Curator will not have the ability to link the new images to a specific record nor have the ability to remove the existing image link in an existing record.
- 3.2.5. To link the new images to an existing record, an independent party will review the Art Curator's request and link the new images to a record, where appropriate.
- 3.2.6. The independent party can also remove an existing image link in EMU if required. Note that all images will still be retained in the Multimedia database and the audit trail will reflect all changes incurred. No image can be deleted from EMU.

### Changing Attributes of an Artwork

- 3.2.7. The Art Curator has the ability to modify all elements of an existing record in EMU except for:
  - The value of the artwork, which is managed by FBSC;
  - The subsequent image of the artwork, which is reviewed and approved by an independent party (e.g. a photographer);
  - The Record and Object status of the artwork, which is managed both by FBSC and an independent party (e.g. a photographer).

### Stocktake

- 3.2.8. A stocktake of artworks is undertaken every two years, under the direction of FBSC.

## 3.3. Disposing and Archiving Artwork

- 3.3.1. To archive a record, request must be submitted to the Financial Accounting Team Leader (FBSC). FBSC will conduct a due diligence check and once satisfied, the Object Status will be changed to Decommissioned.

Attributes	Status
Object Status	<b>Decommissioned</b>
Record Status	Sighted

- 3.3.2. No one, except the FBSC System Administrator, has the ability to delete an existing record in EMU. The request to delete a record will need to be submitted to FBSC System Administrator (with justification) and approved by the FBSC Financial Services Manager. Such request will only be on an exemption basis (e.g. duplicate record) as no record should ever be deleted from the system. However, the Object Status of an existing record can be changed to Cancelled.

#### 4. Accountabilities

- 4.1.1. 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.
- 4.1.2. 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.
- 4.1.3. Executive Dean, School of Arts & Humanities (Policy Owner) has overall responsibility for the content of this policy and its operation in ECU.
- 4.1.4. 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.

## Appendix A: Roles and Responsibilities

**Responsible (R)** – Ensure output or end results

**Approve (A)** – Veto power on decision/action and sign off

**Deliver (D)** - Performing the action.

**Input (I)** – Provide input to a decision / action.

Activities / Roles	ECU General Staff	Art Curator	FSC Business Manager	SAH Ops Manager	SAH Exec Dean	FBSC System Administrator	FBSC Asset Team	FBSC Financial Services Mgr
Acquire work of arts and objects	-	D	I	-	A	-	-	-
Create a new record in EMU	-	D	A	I	-	-	A	-
Amend a record location in EMU	I/D	A/D	-	R	-	-	-	-
Amend other attributes of a record in EMU (except status, value and image)	I	A/D	I	R	-	-	-	-
Delete a record in EMU	I	D	-	R	-	R/A	A	-
Archive a record in EMU	I	D	-	R	-	-	R/A	-
Conduct general/annual stock take	I	I	R	-	-	-	D	A
System changes and Access Control	I	I	I	I		D/A		R