Art Collection Management, Acquisitions and Exhibitions

Guidelines

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Collection management guidelines

Collection background

The Moreton Bay Regional Council Art Collection is a strong collection reflecting the vision, diversity and character of the region. Focussing on culture, identity, spirit and sense of place, the Art Collection is an important source of reference and inspiration, which stimulates public discussion and debate, and returns long term cultural benefits to Council and the community of the Moreton Bay Region.

Collecting strands of the Art Collection include, but are not limited to fine art prints, sculpture, ceramics, contemporary works and new media. Strengths of the collection include portraiture, non functional sculpture and ceramics as well as artworks by significant artists which directly relate to the Moreton Bay region. The collection contains artworks of high national standing including works by Ian Fairweather, Margaret Olley and Ray Crooke.

The Moreton Bay Regional Council acknowledges that the Moreton Bay Regional Council Art Collection has historical links with the art collections of the former Caboolture Shire Council, Pine Rivers Shire Council and Redcliffe City Council.

Collection management guidelines

The overall Moreton Bay Regional Council Art Collection is comprised of the main Moreton Bay Regional Council Art Collection and two sub-collections: the Corporate Art Collection and the Public Art Collection. The collections are managed according to the following guidelines:

<table>
<thead>
<tr>
<th>Electronic record management</th>
<th>Moreton Bay Regional Council Art Collection</th>
<th>Corporate Art Collection</th>
<th>Public Art Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artwork details maintained in collection management database KEmu</td>
<td>Artwork details maintained in collection management database KEmu</td>
<td>Artwork details maintained in collection management database KEmu</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>Secure and climate controlled in a Council owned and managed art collection facility</td>
<td>Secure in a Council owned and managed facility</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Conservation</td>
<td>Active conservation undertaken</td>
<td>As determined by Curator – Art Galleries</td>
<td>Annual safety audit and ongoing maintenance plan</td>
</tr>
<tr>
<td>Valuations</td>
<td>Artworks valued every 3 years</td>
<td>Artworks valued every 3 years</td>
<td>Artworks valued every 3 years</td>
</tr>
<tr>
<td>Research</td>
<td>Ongoing active artwork research</td>
<td>As determined by Curator – Art Galleries</td>
<td>As determined by Curator – Art Galleries</td>
</tr>
<tr>
<td>Attribution</td>
<td>Any work displayed will be appropriately labelled and will include as a minimum the following details: artist name, title of work, year of production and any loan or collection attribution.</td>
<td>Any work displayed will be appropriately labelled and will include as a minimum the following details: artist name, title of work, year of production and any loan or collection attribution.</td>
<td>New public artworks commissioned by Council will have a stainless steel plaque with attribution details installed in close proximity to the artwork including artist name, title of work, year of production, artist statement, medium of work, and any required funding attribution.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Appropriate insurance maintained</td>
<td>Appropriate insurance maintained</td>
<td>Appropriate insurance maintained</td>
</tr>
<tr>
<td>Copyright</td>
<td>Corporate Art Collection</td>
<td>Public Art Collection</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Where possible, council will obtain an irrevocable and indefinite</td>
<td>Where possible, council will obtain an irrevocable and indefinite</td>
<td>Copyright in the artwork is retained by the Artist. Where applicable, council will</td>
<td></td>
</tr>
<tr>
<td>non-exclusive licence to use 2D artwork/s for educational, promotional</td>
<td>non-exclusive licence to use 2D artwork/s for educational, promotional and</td>
<td>obtain agreement from the artist that they will not create a reproduction or an Artwork</td>
<td></td>
</tr>
<tr>
<td>and commercial purposes in the following ways:</td>
<td>commercial purposes in the following ways:</td>
<td>that might reasonably be considered to be a reproduction of the Artwork without prior</td>
<td></td>
</tr>
<tr>
<td>(a) Reproduction of the Work in material form;</td>
<td>(f) Reproduction of the Work in material form;</td>
<td>written consent of council. Where possible, council will obtain an irrevocable</td>
<td></td>
</tr>
<tr>
<td>(b) Reproduction of the Work in digital form;</td>
<td>(g) Reproduction of the Work in digital form;</td>
<td>exclusive royalty−free licence for the purposes of non−profit activities such as but</td>
<td></td>
</tr>
<tr>
<td>(c) Reproduction of the Work in a saleable product (there is also an</td>
<td>(h) Reproduction of the Work in a saleable product (there is also an option for the</td>
<td>not limited to:</td>
<td></td>
</tr>
<tr>
<td>option for the artist to be consulted before any such commercial use</td>
<td>artist to be consulted before any such commercial use takes place).</td>
<td>a) photographic reproductions of the Artwork for the promotion of the Artwork and or</td>
<td></td>
</tr>
<tr>
<td>takes place).</td>
<td>(i) publish the Work; and</td>
<td>the promotion and marketing of the Site</td>
<td></td>
</tr>
<tr>
<td>(d) publish the Work; and</td>
<td>(j) communicate the Work;</td>
<td>b) features in catalogues, publications or critical reviews.</td>
<td></td>
</tr>
<tr>
<td>(e) communicate the Work;</td>
<td>The Copyright Licence Form is used for this purpose when new works are acquired.</td>
<td>Moral rights always remain with the artist and attribution of the artist is required.</td>
<td></td>
</tr>
<tr>
<td>The Copyright Licence Form is used for this purpose when new works are</td>
<td>Moral rights always remain with the artist and attribution of the artist is required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>acquired.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Moral rights always remain with the artist and attribution of the artist is required.

**Table 1**

Periodic review of the collections to assess the integrity of individual artworks may necessitate transfer of artworks from one collection to another. Transfer of artworks between collections (ie the main Moreton Bay Regional Council Art Collection and the two sub-collections: the Corporate Art Collection and the Public Art Collection) will occur with the approval of the Manager – Community Services, Arts and Heritage.
Loans

Outgoing Loans
The lending of Collection artworks is encouraged as it promotes the Art Collection, the Art Galleries and the Moreton Bay region. Therefore, unless the artwork is otherwise committed, loans will generally be approved provided the artwork will not be subject to unacceptable risk or loss or damage. The Manager – Community Services, Arts and Heritage approves outward loans from the Collection.

The following guidelines apply to outgoing loans:
- Borrower must write a formal request detailing the intended use of the artwork and the conditions under which it is to be displayed. Borrowers should allow up to one month for a response.
- Borrower must meet all costs of packing and transport;
- The collection and return of loaned artworks is to be effected by either a nominated representative of the borrower or a specialist art carrier mutually agreed to by the Borrower and Council;
- Borrower must provide a certificate of currency to prove that the artwork is covered by an insurance policy if required;
- If artwork is damaged during transport or exhibition the Borrower must notify the Council immediately and must not undertake any repairs without the written formal approval of Moreton Bay Regional Council;
- If the Borrower artwork requires professional conservation and repair the Borrower will be responsible for all costs;
- The Borrower must display full attribution details for the artwork and include the Moreton Bay Regional Council Art Collection in the credit line;
- The duration of any outward loan is generally not to exceed twenty-four months and must, under no circumstances, exceed three years;
- Extensions may be requested in writing and must be submitted at least one month prior to the expiry date;
- Artworks will not be loaned to individuals for private purposes;
- Outward loans for a duration of three months and over will only to be granted to organisations such as State Institutions, Local Governments, other galleries, or other reputable organisations that have the facilities to house and care for the artworks appropriately over a long period of time under appropriate security and climate control;
- For full terms and conditions refer to Artwork Loan Agreement (Outgoing).

Incoming Loans
The request for loans of material from other public institutions, corporations and private collectors is to be approved by the Manager – Community Services, Arts and Heritage. The exception to this is that if the heritage object is estimated to be within the value of the Network Coordinator – Art Galleries’ financial delegation in which case the Network Coordinator – Art Galleries will approve the loan.

Loans are to be sought with due consideration to potential risks and any envisioned restrictions, transport issues, or special conditions and must meet all requirements to protect Council’s interests in accordance with budgetary requirements. Council is not to accept any artwork on permanent loan and is to endeavour to return artworks on loan to the owner as soon as the artwork is no longer required for exhibition purposes.

For full terms and conditions refer to Artwork Loan Agreement (Incoming)
Acquisition and deaccession guidelines

Council is committed to the continued development of a quality Art Collection that integrates new artworks into the collection. This will be achieved through an annual acquisitions program that endeavours to acquire high quality and significant works of art from emerging and established artists in a range of genres and styles. Council will also seek additional funding and artwork donations from private and public sectors to facilitate further growth of the Art Collection.

All artworks will be assessed against the acquisition criteria listed below before acceptance into the Art Collection.

Acquisition Criteria

1. Place within existing collection: Place within existing collection: the proposed artwork should place artworks already in the collection into a larger regional or global context;
2. Artist standing: the artwork should be created by an artist who is generally considered by the arts industry to be of state, national or international standing;
3. Regional reference: the proposed artwork may make reference to places, events and personalities of major regional significance or be made by an artist who was a resident of the region at the time of creating the artwork;
4. Exhibition potential: the artwork should be suitable for exhibition;
5. Constraints: the artwork should be unencumbered by onerous restraints associated with gifts or bequests;
6. Establishment of title and provenance: the artwork should have title and provenance established;
7. Storage: there should be availability of appropriate storage for the artwork;
8. Maintenance and conservation: the artwork should have manageable maintenance and conservation requirements; and
9. Value: the artwork should represent good value for money.

Relevant forms: Artwork Acquisition Assessment form and Copyright license form

Please note that the acquisition criteria and commissioning process for public artworks is considered outside the scope of these guidelines.

Acquisition processes

Council acquires artworks through the following mechanisms:

1. Acquisitions through council-run awards. There are currently two council-run awards: 15 Artists and the Moreton Bay Region Art Awards. Council-run awards are judged by an independent judge who, taking into consideration the Acquisition Criteria, determines which artworks are acquired into the art collection.
2. Council purchases. Artwork purchases from the annual acquisition budget are based on the Acquisition Criteria and managed by the Network Coordinator – Art Galleries and approved by the CEO or delegate. Any unforeseen purchasing opportunities that are particularly pertinent to the Art Collection and outside the scope of the annual acquisition program are to be the subject of a report to Council.
3. Donations and Bequests.
   3.1. Donations through the Cultural Gifts Program: The Cultural Gifts Program encourages Australians to donate items of cultural significance from private collections to public art galleries, museums, libraries and archives. This program is administered in accordance with the gift provisions of the income tax law. The Federal Government Department of the Environment, Water, Heritage and the Arts administers the program. Any donations through this program to the Art Collection must conform to the requirements of the Cultural Gifts Program.
   3.2. Solicited donations and bequests: The Network Coordinator – Art Galleries and Curator – Art Galleries are to encourage active support for and significant donations to the art collection, its activities and programs. To this end, these council staff are tasked with identifying and encouraging significant donations that are in line with the Art Collection’s Acquisition Criteria.
3.3. **Unsolicited donations and bequests:** All artworks proposed for donation or bequest must be submitted to the Network Coordinator – Art Galleries and Curator – Art Galleries for assessment. Due to the considerable costs involved with maintaining artworks (storing, conserving, annual valuations etc), artworks proposed for donation or bequest should not be accepted simply because they are gifts. All artworks must be assessed by the Network Coordinator – Art Galleries and Curator – Art Galleries against the Acquisition Criteria (using the *Artwork Acquisition Assessment Form*) and approved by the CEO or delegate before acceptance into the collection.

For all acquisitions:
- Acquisitions must be in line with the Acquisition Criteria. Refer to *Artwork Acquisition Assessment form*
- Valid legal title of proposed acquisitions must be substantiated

**Deaccessions**

From time to time, Council may be required to deaccession artworks from the Art Collection. Deaccessioning of artworks is a serious and rigorous process which requires careful consideration before actioning. Possible reasons for deaccessioning artworks include:
- the artwork being damaged beyond repair or conservation;
- duplication;
- inferior quality artwork;
- theft or loss;
- repatriation of cultural material to an Indigenous community with proof of a valid claim;
- artworks no longer being relevant to the priorities of the collection; and
- in the case of public art, the art reaching the end of its lifespan.

**Deaccession principles**

When artworks require deaccessioning, the following principles are followed:
1. Proposals for deaccessioning must be fully documented including an individual artwork assessment.
2. Artworks identified for deaccessioning are approved by council via a report to council.
3. Deaccessioning of gifts or bequests should be discussed with the original donor or the donor’s descendants with a view to returning the artwork or negotiating a mutually agreeable alternative. The exception to this rule is when the artwork was originally donated via the Cultural Gifts Program in which case the artwork cannot be returned to the original donor. However, as a matter of courtesy, original donors should always be notified that their artwork has been identified for deaccessioning.
4. In the case of the donor or descendants being uncontactable despite best efforts, a period of six months must elapse before the artwork is deaccessioned.
5. Disposal must be executed through one of the following mechanisms:
   - a reputable dealer or public auction;
   - donation to, or exchange with another public collection or organisation;
   - exchange with the artist for an artwork of greater importance or relevance;
   - repatriation to an Indigenous community; or
   - in accordance with council’s procedures for asset disposal.
6. Council staff may not purchase, or otherwise obtain, deaccessioned artworks unless this is done anonymously through public auction.
7. All records of the artwork and disposal must be retained.
Exhibiting guidelines

Exhibiting spaces

Council manages an extensive network of galleries and spaces that are available for exhibitions. These spaces include main spaces for major and touring exhibitions and spaces suited to showcasing community artmaking or profiling regional artists. Table 2 below provides an overview of council’s art gallery network and the exhibition spaces within.

<table>
<thead>
<tr>
<th>Gallery Name</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Caboolture Regional Art Gallery</strong></td>
<td><strong>Main Gallery</strong> A Triple A rated exhibition space that meets international</td>
<td>360 m² 170 linear metres</td>
</tr>
<tr>
<td></td>
<td>facilities conditions and is one of the premier regional galleries in Australia. Used for curated major exhibitions and travelling exhibitions of national standing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>The Focus (digital) Gallery</strong> A multimedia space for new art forms: digital media, video and film. Can be programmed independently or in conjunction with the Main Gallery.</td>
<td>40m² 20 linear metres</td>
</tr>
<tr>
<td></td>
<td><strong>The Long Gallery</strong> Small corridor gallery suitable for selected art, works on paper, photography, also suitable for experimental works or as an installation space. Can be programmed independently or in conjunction with the Main Gallery.</td>
<td>22m² 16 linear metres</td>
</tr>
<tr>
<td></td>
<td><strong>The Hub Access Gallery</strong> A community focused space primarily for the use of artists connected to the Moreton Bay region. This gallery presents a showcase of 12 exhibitions each year focusing on the range and breadth of creative force from, or inspiration from, the Moreton Bay community.</td>
<td>36m² 25 linear metres</td>
</tr>
<tr>
<td><strong>Pine Rivers Art Gallery</strong></td>
<td><strong>Main Gallery</strong> An exhibition space with a strong commitment to local and emerging artists from the Moreton Bay region and South-East Queensland. This gallery has a particular interest in nurturing local artisans and a strong commitment to community engagement through extensive public programs and workshops, as well as a strong retail outlet. This gallery space also programs two touring exhibitions per year.</td>
<td>125m² 56 linear metres</td>
</tr>
<tr>
<td></td>
<td><strong>Window Gallery</strong> The gallery front window is an accessible space for local artists to exhibit their work. This space is ideal for artists new to exhibiting or wishing to experiment. Exhibitions are generally of two to four weeks duration.</td>
<td>4m wide 1m deep</td>
</tr>
<tr>
<td><strong>Redcliffe City Art Gallery</strong></td>
<td><strong>Main Gallery</strong> A high profile gallery space which showcases a mix of curated exhibitions including touring and locally-initiated exhibitions of national standing.</td>
<td>160m² 69 linear metres</td>
</tr>
<tr>
<td></td>
<td><strong>Foyer Gallery</strong> The foyer exhibiting space is shared between the Redcliffe Library and the Redcliffe City Art Gallery. It provides an opportunity for small community exhibitions in 2D or 3D. Exhibitions are generally of two to four weeks duration.</td>
<td>Variable configurations available</td>
</tr>
</tbody>
</table>

Table 2

Other gallery spaces outside the scope of these guidelines

1. **The Stage Door Gallery – Redcliffe Cultural Centre.** This space is managed by the Redcliffe Cultural Centre and is available for community exhibitions. The Stage Door Gallery sits outside the scope of these guidelines. For information on this space please contact the Redcliffe Cultural Centre on 3283 0400 or email redcliffe.culturalcentre@moretonbay.qld.gov.au

2. **Matthew Flinders Gallery - Bribie Island Community Arts Centre.** This facility is owned by the Moreton Bay Regional Council, however it is managed by the Bribie Island Community Arts Society. The Matthew Flinders Gallery is outside the scope of these guidelines. For more information on this space contact the Bribie Island Community Arts Centre on 3408 9288 or email info@bribieartcentre.com.au.
Exhibitions development and management

Exhibitions presented in Council exhibition spaces include a mix of touring exhibitions, locally-developed curated exhibitions and community-initiated exhibitions.

Council is committed to developing, implementing and promoting Exhibition Programs in accordance with the following criteria.

Exhibition criteria

- **Artistic rigour**: Exhibition Programs should be of high artistic excellence and integrity;
- **Relevance**: Exhibition Programs should demonstrate the exploration of local, regional and national issues; debates related to the cultural sector; and/or have relevance to the Art Collection;
- **Coherence**: Exhibitions must be programmed strategically across council’s network of exhibition venues;
- **Audience development**: Exhibition Programs should meet audience targets by meaningfully engaging with established audiences of the region and/or creatively attracting new audiences;
- **Best-practice**: Exhibition Programs should be in-line with industry standards, particularly with regard to the standard of display and interpretation.

All exhibitions for council’s main gallery spaces are developed using an exhibition planning template. An abridged version of the document is listed below and may provide a useful planning tool for community-initiated exhibitions.

1. **Outline of Exhibition Concept and Objectives**
   200 words outlining what the exhibition will achieve from an audience point of view.
2. **Themes and Topics**
   Outline in detail the theme and/or topic of the exhibition.
3. **Collection and/or Other Resources**
   Identify for use any key items from the MBRC Art Collection or items from other collections/resources – if required.
4. **Scale**
   Specify the space required (in linear metres and/or square metres) for the exhibition.
5. **Target Audience**
   Specify the prospective audience and why they will be attracted.
6. **Public Programs**
   Outline public programs and how they are relevant to the exhibition.
7. **Publications and Merchandise**
   Detail any planned development of education kits, catalogues and/or other merchandise.
8. **Marketing and Communications**
   Outline exhibition promotion and marketing materials.
9. **Installation**
   List any special installation requirements.

The Curator – Art Galleries or a nominated representative retains the indisputable right and curatorial discretion to include or shortlist artwork as is deemed necessary for exhibition cohesion and space requirements. In addition, the Curator – Art Galleries may change, deny or remove any work of art, signage or wording placed in an exhibiting space that is deemed inappropriate, unsuitable, poorly presented, occasioning concern or risk to the general public, or offensive to public taste. Artists will be informed of this decision verbally or by email.

Exhibition proposals

Council has developed exhibition spaces specifically for the purpose of providing professional opportunities for regional artists, and to showcase community artmaking of the region. Exhibitions presented in Council exhibition spaces include a mix of touring exhibitions, locally-developed curated exhibitions and community-initiated exhibitions.

Council’s main galleries are programmed a minimum of two years in advance, whereas other exhibition spaces are programmed on a shorter basis. Prospective exhibitors must submit either an Artwork Exhibition Form or an Exhibition Expression of Interest form to be considered for an exhibition in any of the exhibition spaces. See Table 3 for details. Forms are available at any of the Council’s art galleries or on Council’s website.
All submitted proposals are assessed by the Network Coordinator – Art Galleries, Curator – Art Galleries and relevant Venue Supervisor against the Exhibitions Criteria. Successful applicants will be notified by the Curator – Art Galleries within the timeframe specified in the application document. See Table 3 for details.

Sale of artworks
Council’s Art Galleries are public galleries, therefore selling artwork is not Council’s primary role. However, the sale of artworks can be negotiated with the Curator - Art Galleries. The following conditions apply:

- If the exhibitor elects to offer the artwork for sale, the exhibiting gallery will receive a commission of 25% of gross sales + GST. If the exhibitor does not elect to offer artwork for sale, no fees will be paid.
- All sales of artworks must be transacted through the relevant venue shop.
- A full list of items for sale must be provided to the gallery prior to delivery.
- Exhibitor must complete a Supplier Registration Form to be added to Council’s payment system.
- Payments of sales will be made to the Exhibitor up to 30 days after the end of the exhibiting month or the month in which the sale was made.
- While all reasonable care is taken for the safety of artwork or other items for sale, Council cannot be held responsible for damage or loss due to theft.

Exhibition promotion and public relations
All exhibitions are promoted through Council’s web site and through Council’s monthly ArtsMail ebulletin. On occasion the exhibiting Gallery will receive editorial coverage in local press or promote exhibitions in industry publications. Invitations are developed and distributed by Council or by the exhibitor as detailed in Table 3.

Exhibitors wishing to promote their exhibitions in addition to Council’s usual mechanisms are welcome to do so but are required to acknowledge Council’s support of the exhibition. Promotional material therefore must be checked by the Curator – Art Galleries and approval for the use of the Moreton Bay Regional Council logo is required.

The Venue Supervisor can provide a mailing list of VIPs (including the Mayor and Councillors) for the Exhibitor’s use.

Exhibition openings
Exhibition openings are a key public program for the Art Galleries and are an important networking opportunity for community, industry professionals and artists.

The Mayor is the official spokesperson for Moreton Bay Regional Council events and will be offered the opportunity to open all functions. If the Mayor is not available, he may appoint another Councillor or spokesperson. The order of proceedings and other guest speakers are programmed by the Network Coordinator – Art Galleries in consultation with the Exhibitor.

Openings are provided as detailed in Table 3. For council-provided openings, details will be negotiated with the Network Coordinator – Art Galleries in consultation with the exhibitor.
Table 3

<table>
<thead>
<tr>
<th>Exhibition space</th>
<th>Application form</th>
<th>Contract method</th>
<th>Insurance of artworks</th>
<th>Promotional strategies</th>
<th>Exhibition Opening</th>
</tr>
</thead>
</table>
| The Main Regional Gallery     | Artwork Exhibition Form           | Acknowledged Artwork Exhibition Form | Standard council insurance policy coverage  | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distributed by council                                     | Council to provide (usually one combined opening for these spaces) |
| The Focus (digital) Gallery   | Artwork Exhibition Form           | Acknowledged Artwork Exhibition Form | Standard council insurance policy coverage  | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distributed by council                                     | Exhibitor to provide opening if desired |
| The Long Gallery              | Artwork Exhibition Form           | Acknowledged Artwork Exhibition Form | Standard council insurance policy coverage  | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distribute invitations                                     | Exhibitor to provide opening if desired |
| The Hub Access Gallery        | Expression of Interest Form       | Signed Expression of Interest Form | Council does not insure works of art in the exhibition. | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distribute invitations                                     | Exhibitor to provide opening if desired |
| Main Gallery                  | Artwork Exhibition Form           | Acknowledged Artwork Exhibition Form | Standard council insurance policy coverage  | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distributed by council                                     | Council to provide |
| Window Gallery                | Expression of Interest Form       | Signed Expression of Interest Form | Standard council insurance policy coverage  | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distribute invitations if desired                         | Exhibitor to provide opening if desired |
| Main Gallery                  | Artwork Exhibition Form           | Acknowledged Artwork Exhibition Form | Standard council insurance policy coverage  | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distributed by council                                     | Council to provide |
| Foyer Gallery                 | Expression of Interest Form       | Signed Expression of Interest Form | Council does not insure works of art in the exhibition. | • Council website listing  
|                               |                                   |                                  |                                              | • Council ebulletin listing  
|                               |                                   |                                  |                                              | • Invitation developed and distribute invitations                                     | Exhibitor to provide opening if desired |

**Insurance of artworks**

Table 3 details whether artworks are covered by Council’s standard insurance policy or should be insured by the exhibitor. For details on Council’s standard insurance policy contact the Network Coordinator – Art Galleries.

**Public programs**

The Galleries will develop projects and programs to complement, support or interpret the themes and content of the changing and semi-permanent exhibitions. These can include floor talks, professional lectures, community events, workshops, guided tours, educational kits, recreational events, children’s activities and films screened in the galleries.
Retail outlets are provided at the Art Galleries as an opportunity for artists to develop and sell merchandise. Gallery retail outlets also provide an opportunity for the sale of gallery merchandise. The following points provide an overview of the operations of the gallery retail outlets.

Merchandise selection
It is the role of the relevant Venue Supervisor under the direction of the Network Coordinator – Art Galleries to identify and select appropriate shop merchandise using the following principles:

- Preference is given to artists who reside in the region, incorporate themes relevant to the region or who are exhibiting in the relevant gallery;
- Preference is given to merchandise that is unique, original and developed by the artist;
- Merchandise must be of good design with reference to form, functionality and quality;
- Merchandise should contribute to a diverse range of merchandise for the gallery outlet.
- Merchandise is not to exceed a price of $200 per item.
- Merchandise must be practical for display, given availability of space in the gallery outlet.

Retail terms and conditions
It is the role of the relevant Venue Supervisor under the direction of the Network Coordinator – Art Galleries to establish the terms and conditions by which artists sell their merchandise in shop outlets. Terms and conditions will be negotiated prior to the supply of merchandise for sale and the artist will be required to enter into a written agreement. All merchandise supplied by artists will be on display on a consignment basis. Council will receive a 25% commission plus GST on all sales of merchandise. See the Consignment Agreement Terms and Conditions Form for full details.
Definitions

Art: Original concepts of artists. Art is an expression of a culture, reflecting or challenging the values contained within the community’s culture. For the purposes of this document, art refers to the visual arts and includes artforms such as painting, sculpture, digital art, installation and craft.

Art Collection: The Moreton Bay Regional Council Art Collection, Corporate Art Collection and Public Art Collection.

Art Galleries: Pine Rivers Art Gallery, Caboolture Regional Art Gallery and Redcliffe City Art Gallery.

Corporate Art Collection: Art acquired by and used in Council’s administrative offices as workplace decor. The Corporate Art Collection forms part of the larger Art Collection.

Council: the Moreton Bay Regional Council.

Deaccession: the removal, sale or disposal of an artwork from the Art Collection

Exhibition programs: Council managed exhibitions and associated public programs taking place in Art Galleries.

Public Art: Art in a public space. Public artworks can be permanent or ephemeral, external or internal to a building, integrated into a structure, and may be in any artform including (but not limited to) sculpture, design, video and soundscape.

Public Art Collection: Public artworks on land or buildings owned or maintained by the Moreton Bay Regional Council. The Public Art Collection forms part of the larger Art Collection.

Public Programs: Programs designed to engage members of the general public in art exhibitions. Public programs may include workshops, forums, guided tours, children’s activities and education programs.

Public Space: Spaces accessible to the public. Public spaces may be indoor or outdoor and may include buildings, parks, amphitheatres, foreshores and walkways. For the purposes of this policy, this scope pertains to facilities or land owned or controlled by Moreton Bay Regional Council.

Associated forms
1. Artwork Acquisition Assessment form
2. Artwork Loan Agreement (Incoming)
3. Artwork Loan Agreement (Outgoing)
4. Artwork Exhibition Form
5. Exhibition Expression of Interest form
6. Copyright license form
7. Consignment Agreement Terms and Conditions Form

Other related documents
1. Art Collection Management, Acquisitions and Exhibitions policy