

MASSEY UNIVERSITY VISUAL ARTS COLLECTION PROCEDURE AND GUIDELINES
guidelines

legal title; conditions and limitations associated with acquisition / risk assessment; documentation; copyright; warranties; transport; other (hidden) costs etc.

Any University staff member may make recommendations for acquisition to the relevant Campus Visual Arts Committee for consideration. Recommendations must be in line with the terms laid out in the Massey University Visual Arts Collection Policy. All recommendations must be supported by a fully developed acquisition proposal that documents the rationale for acquiring the artwork; its authenticity and establishes the legal and ethical foundations for the acquisition.

Any staff member or University representative involved in the process of acquiring works of art, or negotiating with dono

curatorial rationale, atmospheric conditions, security arrangements, insurance cover, packing and transport arrangements.

The loan will only be signed off by the Campus Registrar if all requirements (as above, including appropriate condition reporting), have been fulfilled. On loan and return the register must be updated by the Campus Registrar's Office.

Acquisitions by other means

Acquisitions by exchange, field collection, collaboration, or through sponsorship must all meet the Massey University Visual Arts Collection Policy criteria if they are to be accessioned into the collection. All accessioned works acquired by these means will be reviewed and, if suitable for accessioning, be recorded in the art collection registers by the Campus Visual Arts Collection Curators at the time of accessioning as above.



**MASSEY UNIVERSITY
VISUAL ARTS COLLECTIONS DEED OF GIFT
AND LICENCE OF COPYRIGHT**

Donor Number: Acc Number:
(Office use only) (Office use only)

DONOR DETAILS

Name:

Address:

.....

Phone Number: E-mail:

Estate of:

Contact:

Deliverer:

DESCRIPTION OF MATERIAL:

.....
.....
.....

DONATION AND ACQUISITIONS CONDITIONS

THE DONOR AGREES TO:

1. Declare that they are the legal owner for the items being offered for donation.
2. Gift legal ownership of the items being offered for donation to Massey University.
3. Transfer ownership at the date of the transaction.
4. Allow personal information collected as part of the donation process to be used by the University for the purposes of display, publicity, education or research.
5. Allow the University to approach them for further information in relation to this donation in the future.
6. Advise the University of any change of address so that the University may acknowledge this donation, or inform the donor of a change in the status of the items donated.
7. Understand that this material is to be assessed for its suitability for inclusion in the University's collections. If deemed unsuitable, the material is to be retrieved by the donor at an agreed time, unless prior arrangements