

HOTA Gallery Collection Management Policy 2023-2026

Accountabilities	
Approving Authority	Experience Gold Coast Board of Directors
Policy Owner	Gallery & Visual Arts Director
Policy Advisor	Curatorial and Engagement Manager, Registration Coordinator
Version and Date	v. 2 (11 July 2023)
Approval Date	15 May 2024
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Next Review Date	11 July 2026

1. SUMMARY

- 1.1. HOTA Gallery is committed to the professional care and management of its collection and works of art held in its custody in a manner that balances the long-term preservation of individual works and the collection overall with accessibility for present and future generations.

Stewardship of the collection is informed by professional knowledge, research and expertise. HOTA Gallery is committed to managing the collection and works in its care in a manner that maintains and furthers its reputation for excellence and integrity by the general public and in museum communities, both nationally and internationally. This policy sets out the principles HOTA Gallery will adopt and factors it will consider when caring for, documenting and making accessible the works in its collection and care.

2. PURPOSE

- 2.1. In alignment with *HOTA Gallery Provenance and Due Diligence Policy* and procedures the purpose of the *Collection Management Policy (CMP)* is to provide a united vision for the management and development of the HOTA Gallery Collection.
- 2.2. This CMP accords with Australian Government guidelines for collection management, as outlined in Significance 2.0: A guide to assessing the significance of collections.
- 2.3. This CMP recognises international museum and gallery standards as formalised by Australian Museums and Galleries Australia (AMaGA).

3. SCOPE

- 3.1.** The CMP is applicable to all HOTA, Home of the Arts (HOTA) employees, including those within the HOTA Gallery & Visual Arts Directorate who support the management of the HOTA Gallery Collection.

4. BACKGROUND

- 4.1.** HOTA Gallery (formerly Gold Coast City Art Gallery) was established in 1986 and houses more than 4500 art works, making it one of the largest visual art collections in regional Australia.
- 4.2.** The Collection does not represent an encyclopaedic history of Australian art; instead, it has developed around specific collecting themes and strengths.
- 4.3.** Predominantly acquired through art prizes (in particular the *Gold Coast Art Prize* founded in 1968), sponsorship and benefaction, it incorporates media specific categories of Australian art, and addresses areas that give the Collection its distinctiveness—painting, notably abstraction and colour-field, contemporary photography, Aboriginal and Torres Strait Island art, and art and artefacts of the Gold Coast.

5. GUIDING PRINCIPLES

5.1. HOTA Gallery Aims

- 5.1.1. Raise HOTA Gallery profile to a national level;
- 5.1.2. Support and nurture the creative development of visual arts in the Gold Coast region;
- 5.1.3. Reach new audiences and increase visitation;
- 5.1.4. Deepen public understanding of and engagement with modern and contemporary art;
- 5.1.5. Conserve, document, develop and manage the Collection in accordance with current museum practices;
- 5.1.6. Provide access to diverse and engaging themes in art.

5.2. Collecting principles and acquisition methods

- 5.2.1. Build upon existing strengths in HOTA Gallery's Collection;
- 5.2.2. Works of art proposed for acquisition should be relevant to the CMP;
- 5.2.3. Allow flexibility to engage with donors who have a targeted collecting interest that may fall outside the aims of this CMP;
- 5.2.4. Maximise external support by encouraging gifts and bequests of works of art and financial donations to HOTA Gallery;
- 5.2.5. The Gallery & Visual Arts Director (Gallery Director), in consultation with Curatorial staff, will be responsible for identification and selection of works of art for acquisition;
- 5.2.6. HOTA Gallery will acquire significant works of art through donation, gift, bequest, purchase, or transfer;
- 5.2.7. Proposed acquisitions above \$25,000 are presented in writing at Board meetings, for approval to proceed with purchase. Acquisitions below \$25,000

- can be approved by the Gallery Director subject to agreement of the Head of Arts and Culture;
- 5.2.8. Unsolicited gifts to HOTA should be directed to the Gallery Director for assessment against criteria for acquisition as outlined in this CMP;
 - 5.2.9. HOTA Gallery does not accept responsibility for unsolicited gifts that do not meet the criteria for acquisition as outlined in this CMP. Unsolicited **gifts will** be returned to the donor or, if the donor cannot be identified or contacted, the unsolicited gift will be disposed of;
 - 5.2.10. Acquisition of works of art that are offered with imposing conditions (e.g. fixed display periods) will be negotiated at the discretion of the Gallery Director or will not be accepted;
 - 5.2.11. Long-term loan of works of art and/or works proposed as future gifts will be negotiated and accepted at the discretion of the Gallery Director or will not be accepted;
 - 5.2.12. In entering the collection, HOTA Gallery ensures the owner will transfer full legal title, and ensure works of art are unencumbered and received in quiet possession.

5.3. Criteria for acquisition

5.3.1. **Primary criteria of significance: historic; artistic or aesthetic; scientific or research; and social or spiritual**

The aesthetic significance of an item may be based on its craftsmanship, style, technical excellence, beauty, skill and quality of design and execution. The interpretative potential of the item within the context of art historical scholarship must also be considered.

5.3.2. **Comparative criteria**

Proposed acquisitions should be considered against provenance; rarity or representativeness; condition or completeness; and interpretative capacity.

5.3.3. **Display and storage practicalities**

HOTA Gallery has limited storage facilities and consideration must be given to the availability of suitable storage that is secure, safe and accessible. Potential for regular display, ease of installation, and use within thematic exhibitions must also be considered.

5.3.4. **Condition**

HOTA Gallery has limited capacity and resources to undertake conservation of works of art. Only in exceptional circumstances, and at the discretion of the Gallery Director, will a work of art requiring conservation be acquired.

5.3.5. **Provenance**

HOTA Gallery will not purchase, or accept as a gift, bequest, or loan any work of art where provenance is questionable including, but not limited to, theft, sale under duress, hand of the artist or unethical obtainment.

5.3.6. Copyright

HOTA Gallery recognises artists' copyright and moral rights of works of art. Wherever possible, the copyright holder will be identified, and HOTA Gallery will request in writing a Copyright Licence, which allows for limited and specific non-commercial rights for HOTA Gallery to reproduce works of art for promotional purposes, documentation, or educational activities.

6. HOTA GALLERY COLLECTION

HOTA Gallery has historically had seven collecting areas, as outlined below.

6.1. Modern and Contemporary

HOTA Gallery's Collection strength is artwork by leading Australian modern and contemporary artists post-1960.

6.2. Aboriginal and Torres Strait Island Artists

HOTA Gallery holds works by Aboriginal and Torres Strait Island artists including paintings, works on paper, sculpture, photography and bark paintings. Works that complement existing language groups represented in the Collection; and works that assist in increasing representation of language groups in Queensland will be sought.

6.3. Queensland Artists

HOTA Gallery has a small collection of works by established Queensland artists. As a leading Queensland gallery, this CMP seeks to increase the representation of recognised Queensland artists post-1968 to the present day.

6.4. Objects relating to cultural heritage of the Gold Coast region

HOTA Gallery maintains active acquisition of works of art and objects of cultural heritage significance as they relate to the Gold Coast region.

6.5. Indigenous, modern, and contemporary art from the Gold Coast region

Works of art by leading contemporary Gold Coast artists will be acquired on a selective basis.

6.6. Beach / Surf Culture in Australian art

This collection features historic works through to contemporary that broadly explore beach and surfing culture through social, visual and popular culture.

6.7. Rest of the Collection

The remainder of HOTA Gallery's Collection falls outside the identified collecting areas and have been acquired throughout HOTA Gallery's history through a variety of means including, but not limited to, donations, expired loans, and exhibitions.

7. DEACCESSION AND DISPOSAL

- 7.1. A work of art proposed for deaccession and disposal should be accompanied by a Deaccession Proposal Form, which offers a risk assessment for deaccessioning and proposed method of disposal.

8. CONSERVATION AND MANAGEMENT OF THE COLLECTION

- 8.1. The Collection will be managed, documented and catalogued by appropriately qualified staff with industry-specific experience and to museum standards. Research information will be made available to the public if requested.
- 8.2. HOTA and HOTA Gallery will keep the Collection housed in accordance with current museum industry standards.
- 8.3. HOTA will provide financially for professional conservators to treat Collection objects that require conservation treatment.
- 8.4. HOTA will provide financially for an approved valuer to be contracted for a three-year period to perform a desktop valuation of the Collection for two years, and a sighted valuation of the Collection every third year.
- 8.5. Should a member of the public question or challenge the legal status or authenticity of a collection item, HOTA staff will undertake to establish provenance and provide supporting documentation for the collection item to determine credibility to the claim.

9. RESPONSIBILITIES

9.1. Gallery & Visual Arts Director

- 9.1.1. Responsible for monitoring and reporting on compliance with statutory and other requirements concerning the HOTA Gallery Collection Management Policy.
- 9.1.2. Responsible for ensuring that the process and documentation relating to the HOTA Gallery Collection Management Policy conform to all HOTA Gallery policies and that HOTA Gallery staff understand and comply with the policies.

9.2. Curatorial and Engagement Manager

- 9.2.1. Responsible for all curatorial aspects of the HOTA Gallery Collection Management Policy.

9.3. Registration Coordinator

- 9.3.1. Responsible for all registration aspects of the HOTA Gallery Collection Management Policy.

Supporting Information	
Related Documents	<ul style="list-style-type: none"> • <i>HOTA Gallery Acquisition Strategy</i> • <i>HOTA Gallery Acquisition Proposal Template</i> • <i>HOTA Gallery Deaccession Proposal Template</i> • <i>HOTA Strategic Plan 2021 – 2024</i> • <i>National Standards for Australian Museums and Galleries Second Edition, 2023.</i>
Definitions and Acronyms	
Accession	The process of formally transferring title or ownership from the providing source to HOTA Gallery.
Acquisition	The act of gaining physical possession of the artwork or object by purchase, gift, exchange, donation, bequest or commission.
Bequest	The bestowal by will of privately owned cultural items to HOTA.
Board	The Experience Gold Coast Board (EGC), consisting of a board of directors to a super entity which consists of Destination Gold Coast, Major Events Gold Coast, Study Gold Coast, Placemakers*, and HOTA, Home of the Arts. The EGC Board will review and confirm the acquisition and deaccessioning of artworks consistent with the <i>Delegations of Authority Policy</i> , as well as reviewing and approving proposals for relevant exhibitions as per the <i>Exhibitions Policy</i> .
Collection	An identifiable selection of objects having some significant commonality as outlined in this CMP - identified as the HOTA Gallery Collection.
Conservation	The processes for preserving and protecting works of art from loss, decay, damage or other forms of deterioration, usually undertaken by a qualified professional conservator.
Deaccession	The process of removing a work of art from the Collection and the recording of the disposal/removal of a work of art from the Collection when it is sold, donated, destroyed, or lost.
Gallery	A not-for-profit public institution (library, museum, art gallery) in the service of society and of its development, which is open to the public, and which acquires, conserves, researches, communicates and exhibits, for purposes of study, educations and enjoyment, material evidence of people and their environment, and which also adheres to the AMaGA's National Standards for Australian Museums and Galleries.
Work of art	A form or expression of the visual arts and crafts. It may include, but is not limited to, painting, sculpture, ceramics, photographs, printmaking, drawing, use of information technology, multimedia, and mixed media.

Revision History			
Version	Approved By	Approval Date	Modification
1.0	HOTA Board of Directors	29 Jan 2020	Updated to refine distinctive features of Collection Policy.
2.0	HOTA Board of Directors	11 July 2023	Full review as part of 3-yr cycle; revised from plan to policy document.
3.0	EGC Board	15 MAY 2024	Updated to refine distinctive features of Collection Policy.

[HOTA Home of the Arts](#)

We acknowledge the Kombumerri families of the Yugambah Language Region, the traditional custodians.