

ART AND CULTURAL HERITAGE COLLECTIONS MANAGEMENT

Approval Authority	President
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	Gift Acceptance Policy (228) Guidelines for Acquiring Indigenous Cultural Heritage Art and Cultural Heritage Collections Processes Manual UFV Statement of Institutional Ethics Policy (22)

PURPOSE

The purpose of this policy is to ensure the care and management of the Art and Cultural Heritage Collection (hereafter, ACHC), which has been formed from UFV’s dedication to collecting, interpreting, studying and protecting art and creative works, and tangible and intangible cultural heritage of significant artistic, cultural, historic, scientific, technological and pedagogical importance that reflect the University’s mission of “Engaging learners, transforming lives, building community.”

SCOPE

This policy applies to all departments, organizations, and individuals at UFV who are accepting or negotiating purchases, gifts, donations, bequests, transfers, and exchanges, including murals, on behalf of UFV or holding independent collections of said material. Acquisitions and deaccessions/disposition will only be undertaken in accordance with this policy and upon recommendation of the Art and Cultural Heritage Collections Committee (hereafter, ACHCC). This does not preclude personal purchases of works by individuals or acquisition of student art made by the School of Creative Arts, which do not fall within this policy.

DEFINITIONS

Access: Ensuring the ACHC and related physical and intellectual information, documents and records are available for exhibition, programing, research, and pedagogical purposes. The security, safety, preservation, and cultural significance of cultural heritage material is paramount, and the ACHCC reserves the right to limit access to certain items.

Accession: The formal addition of art or cultural heritage items to the ACHC, including processing and registering of these in the permanent registry.

Acquisition: The legal procurement and transfer of title of art, or cultural heritage material through gift, donation, purchase, bequest or field collecting for inclusion in the ACHC.

Appraisal: A valuation of art by the estimate of an authorized person who has a designation from a regulatory body governing the jurisdiction of the appraiser. Appraisals are typically used for insurance and taxation purposes or to determine the possible selling price for an item.

Art: Any work or subject created by artists “...which engender aesthetic and/or intellectual appreciation.” The term “art” in the can refer to “...visual form(s) such as a painting or sculpture,” but also include a broader range of creative activities and forms such as “music, literature, drama, dance....”¹

Art and Cultural Heritage Collection (ACHC): UFV fosters interdisciplinary collaboration and engagement with community partners and allies to inspire, educate and enrich the lives of its students, faculty, staff and the general public, through the display, research and study of its ACHC. The ACHC does not constitute a museum in the traditional sense, but it shares the roles and responsibilities of a museum. The ACHC is comprised of works of art and cultural heritage objects to which UFV holds clear legal title.

Art and Cultural Heritage Collection Committee (ACHCC): The ACHCC serves as the sole body responsible for the acquisition, care, deaccessions of material in the ACHC.

Bequest: The voluntary transfer of any art, cultural heritage or field collected material to UFV under the terms of a will.

Best practices: Activities that have been established by the international museological community, and that professionals in the field are expected to maintain. These include best practices that define acquisition, accession, collection, deaccession, documentation, care, exhibition, research, management, training, etc.”

Conservation: Specific techniques performed to ensure the preservation of cultural material for the future. These may include intervention by professional conservators to halt or reverse the deterioration of cultural heritage items.

Cultural heritage: “The legacy of physical artifacts and intangible attributes of a group or society that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations.”²

Deaccession: The process of formally and permanently removing art, cultural heritage or field collected material from the ACHC.

Donation: The voluntary transfer of ownership to UFV of any art, cultural heritage or field collected material by a donor without any expectation of material benefit from the transaction. This does not include financial gifts as part of the ACHC Management Policy.

¹ “Museology.” *The Merriam-Webster.com Dictionary*, Merriam-Webster Inc., www.merriam-webster.com/dictionary/museology. Accessed 20 January 2020. Also, “Art.” *Oxford English Dictionary*, 2018, www.en.oxforddictionaries.com/definition/art. Accessed 22 January 2020.

² “Tangible Cultural Heritage” © UNESCO, www.unesco.org/new/en/cairo/culture/tangible-cultural-heritage/

Exhibit: “The localized grouping of objects and interpretive materials that form a cohesive unit within a gallery and that relate a message.”³ For the purposes of the ACHC, this also includes all forms of cultural heritage placed in public areas for viewing.

Gift: Any art, cultural heritage or field collected material that is acquired by UFV through the voluntary transfer of ownership by a donor. Gifts in relation to the Art and Cultural Heritage Collections does not include financial donations.

Indigenous Cultural Heritage: “...ideas, experiences, worldviews, objects, forms of expressions, practices, knowledge, spirituality, kinship ties and places valued by Indigenous Peoples. Indigenous heritage is intrinsic to Indigenous well-being and held for all generations.”⁴
See: www.fpcc.ca/culture/heritage-toolkit/Intangible-Cultural-Heritage.aspx

Intangible Cultural Heritage (ICH): “The practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts, and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature and their history, and provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity.”⁵ In the university setting this can include, but is not limited to, stories and storied places, memories and memory-scapes, and folklore, and voice/song.

Loan: The temporary release of cultural heritage items from the ACHC. Loans are assessed by the ACHCC on a case-by-case basis and may or may not include monetary exchange. Loans do not constitute change in ownership.

Museology: “The science or profession of museum organization and management.”⁶

Preservation: Activities that prevent the deterioration or destruction of cultural heritage material.

Processes: Methods of how to apply best practices involving acquisition, accession, collection, deaccession, documentation, care, exhibition, research, management, training, etc.”

Program/Programing: “An event or activity based on the [ACHC] or exhibits, designed to provide opportunities for further learning and enjoyment.”⁷

³ David Dean, *Museum Exhibition Theory and Practice* (London: Routledge, 1966), p.3.

⁴ “First Peoples Heritage,” www.heritagebc.ca/resources/first-peoples-heritage/

⁵ United Nations Educational, Scientific and Cultural Organization, *Convention for the Safekeeping of the Intangible Cultural Heritage* (Paris: UNESCO, 2003), 2. www.unesdoc.unesco.org/images/0013/001325/132540e.pdf

⁶ “Museology.” *The Merriam-Webster.com Dictionary*, Merriam-Webster Inc., www.merriam-webster.com/dictionary/museology. Accessed 21 January 2020.

⁷ *Standard Practices Handbook for Museums*, 3rd Edition, Alberta Museums Association, 2014, p.386.

Purchase: “An acquisition made where material is obtained in return for a price. The legal documentation of a purchased acquisition is the Bill of Sale, along with any other documentation relating to the purchase.”⁸

Standards: Benchmarks established and agreed upon by the international museological community by which professional best practices can be measured.

POLICY

1. The ACHC Management Policy ensures that processes and best practices for the acquisition, accession, care, preservation, exhibition, loan, access, and deaccession/disposition of item(s) in the ACHC are defined and implemented according to the ACHC Processes Manual.
2. UFV will form the ACHCC, which will be the sole body responsible for recommending the acquisitions and deaccessions/disposition to the Provost and ensuring best practices of care for the ACHC (refer to Terms of Reference).
3. The ACHCC will review and approve exhibit, research/teaching and loan requests, and ensure that only trained person(s) handle and move ACHC material during access.
4. The ACHCC will be charged with ensuring that all acquisitions, deaccessions, and best practices of care adhere to nationally and internationally recognised museum guidelines, best practices and ethics as set by the Province of British Columbia Heritage Act, the Canadian Museums Association (CMA), the Truth and Reconciliation Commission’s Calls to Action (TRC), the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Government of Canada, and the International Council of Museums (ICOM), as well as national and international laws and conventions.
5. The ACHCC will acquire items through purchases, gifts, donations, bequests, transfers, exchanges, or field collecting, in consultation with the Provost, Community Engagement, and Financial Services.
6. To respect UFV’s commitment to reconciliation and Indigenising our Academy, every effort will be made to ensure that all Indigenous works are acquired and cared for “in a good way,” and that donors and artists are honoured appropriately (refer to Guidelines for Acquiring Indigenous Cultural Heritage).
7. Items will be considered by the ACHCC for acquisition on a case-by-case basis according to the items’ physical state, their artistic, cultural, historic, scientific, technological and pedagogical importance, and their relevance to UFV’s Mission, Vision and Values.
8. Only items for which the University can provide adequate care, maintenance, conservation/preservation, and storage in keeping with professionally accepted museological standards for an indefinite period will be acquired.

⁸ Ibid.

9. In all cases, the donor and/or owner relinquishes intellectual and physical copyright, and rights of title to UFV, including those dictating the use of items for exhibit, research and pedagogical purposes, loan or programming, as well as reproduction, modification and distribution of material related to them. The ACHCC will not accept restrictive or conditional donations. In exceptional circumstances where Community Engagement and the Gift Acceptance Policy (#228) are involved, Community Engagement will consult with the ACHCC through their Community Engagement representative.
10. The ACHCC will consider the deaccession of items that:
 - a. UFV cannot adequately care for due to financial, administrative, professional and care restrictions.
 - b. Have physically deteriorated to the extent that conservation treatment, and appropriate preservation and care are not feasible.
 - c. Are not related to UFV's Mission, Vision and Values.
11. In instances where a conflict is construed between an employee's interests and those of UFV's, the University's needs will prevail.
12. The ACHCC, UFV departments, organisations, and individuals will refrain from giving appraisals.
13. The Associate Vice-President, Research and Graduate Studies will authorize and manage the ACHCC Terms of Reference, and the ACHC Processes Manual as applied by the ACHCC.

ROLES AND RESPONSIBILITIES

Art and Cultural Heritage Collections Committee (ACHCC): will be the sole body responsible for recommending the acquisitions, deaccessions/disposition, and assuring best practices of care for the ACHC (refer to Terms of Reference).

Associate Vice-President, Research and Graduate Studies (AVP, RGS): will advise the Provost on recommendations made by the ACHCC. The AVP, RGS, will also authorize and manage the ACHCC Terms of Reference, and the ACHC Processes Manual as applied by the ACHCC and Curator or Provost Designate.

Curator or Provost Designate: will be directly responsible for the care, interpretation, study, and development of the collections, which may include the materials, concepts, exhibitions, publications, events, presentations, and other programs central to the collections and UFV. The Curator or Provost Designate will also provide resources and support the ACHCC in understanding and applying museological statutes and guidelines (e.g., UNDRIP, TRC).

Xwexwilmexwawt (Associate Vice-President, Xwexwilmexwawt): will be responsible for applying the Guidelines for Acquiring Indigenous Cultural Heritage, in collaboration with the ACHCC.

Provost and Vice-President, Academic: will advise the President's Advisory Council (PAC) on actions (accessions and deaccessions/disposition) regarding the ACHC based on recommendations from the AVP, RGS, in consultation with the ACHCC.