



# **Provincial Art Bank Guidelines**

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## **PROVINCIAL ART BANK BACKGROUND**

Art Bank programs contribute to the appearance of Canada's public buildings and help to educate Canadians about the importance of arts and culture. Moreover, such programs contribute to the professional development and economic success of Canadian artists, while promoting their talents and artistic accomplishments. With an abundance of artists in Newfoundland and Labrador, the provincial Art Bank Program is crucial to the support of visual arts in the province.

The following document outlines the specific features of the Provincial Art Bank Program and details various operating requirements and guidelines that ensure the program's success.

The Art Bank Program reflects the professional standards of visual art in Newfoundland and Labrador; it serves as a means to publicly promote local talent and artistic ability; and it upholds the vibrant cultural heritage of the province. The ultimate goal of the program is to benefit both visual artists and the people of the province. Additionally, through the purchase of artwork and vigilant management of the collection, the program demonstrates the value of the arts sector in Newfoundland and Labrador.

Administered by The Rooms Provincial Art Gallery, with annual funding from the Department of Tourism, Culture, Arts and Recreation (TCAR), the Provincial Art Bank Program facilitates the acquisition of artwork produced in Newfoundland and Labrador to be exhibited in government buildings across the province. The artworks which are purchased under this program are permanently part of the Government of Newfoundland and Labrador Collection (also known as the Art Bank), to be enjoyed by current and future generations.

## **THE COLLECTION**

As of July 2019, there were 3074 artworks in the Art Bank collection, nearly all of which are on exhibit in government buildings. Most are located in public spaces, including ministerial suites and offices of government services located throughout the province, and many are on display in the province's six Arts & Culture Centres.

Approximately 900 artists are represented in the collection and their artworks represent many and varied media, including photography, painting, printmaking, sculpture, and fine craft.

The Provincial Art Bank Collection is a valuable cultural asset and resource for promoting the province's visual artists. Curators at The Rooms Provincial Art Gallery frequently make use of the collection when assembling exhibitions and there are regular loan agreements negotiated with curators and galleries from other jurisdictions. This helps to further promote the artwork of Newfoundland and Labrador artists inside and outside of the province.

## **GUIDELINES**

### **1.0 Artists' Eligibility**

Artists are eligible to participate in the Provincial Art Bank Program provided that they meet the following criteria:

**1.1** Artists must be residents of Newfoundland and Labrador, which requires a minimum of 12 months of continuous residence in the province prior to the annual Art Bank application deadline. Artists who are absent on a temporary basis may submit artwork for consideration if they can establish that their primary residence is in the province. In the case of a dispute, "residence" shall be determined based on the province in which the individual last paid taxes.

**1.2** Artist eligibility will not depend on an artist's professional status but rather on the quality of the artwork.

**1.3** The Art Bank will only purchase artwork from living artists.

**1.4** Members of the Jury and their immediate families are not eligible to submit artwork for consideration while the individual is an acting Jury member. Current members of the Board of Directors and employees of The Rooms Corporation are not eligible to submit artwork to the Art Bank Program.

### **2.0 Artwork Eligibility**

The eligibility and suitability of artwork for the Provincial Art Bank Collection will depend upon the following criteria:

**2.1** As one of the objectives of the program is to provide support and encouragement for visual artists, the artwork must originate from the primary art market, where the artist maintains ownership of the artwork.

Artworks previously sold by the artist and which are now part of the secondary market will not be eligible for purchase.

**2.2** While the jury will make its selection based on photographic reproductions, only original artwork will be eligible for purchase. Reproductions or photographic reproductions of artwork will not be eligible for purchase. Artworks must be signed and editioned by the artist.

**2.3** Artwork in various media will be eligible for purchase. The artwork must be suitable for installation in an office environment. Artworks may include, but are not limited to, the following media:

Ceramic	Painting
Drawing	Photography
Fibre	Printmaking
Glass	Sculpture
Metal	Mixed Media

However, as artworks purchased through the Art Bank Program are meant for display in public spaces, artworks which are fragile or unstable, take up an unusually large surface or volume, or that are otherwise unsuitable for public display, will not be eligible for purchase, regardless of their artistic merit.

**2.4** Project proposals for future artworks are not eligible. Artwork submitted must be complete and available for purchase as of the date of submission.

**2.5** Artworks may be re-submitted for consideration in subsequent years to a maximum of THREE times.

**2.6** The Art Bank will not purchase artwork which is a duplicate of artwork already in the collection.

**2.7** Prior to jury deliberations, artwork submissions will be vetted by the Art Bank Technician to ensure all artworks meet the above criteria.

### **3.0 Submission Guidelines**

The Rooms Corporation will issue an annual call for submissions at least two months prior to the submission deadline and will ensure that the call is widely circulated by a variety of media throughout the province. All artists wishing to submit artwork for consideration must adhere to the following guidelines:

**3.1** A detailed submission form is required for each artwork submitted. The form is available from The Rooms website or by email and mail from the Art Bank Technician.

**3.2** Artists may submit a maximum of THREE (3) artworks for consideration annually. However, the Art Bank will only purchase ONE (1) artwork per artist per year.

**3.3** Artists must submit images of their artworks as a JPG or TIFF digital file on a clearly labelled CD, DVD or on a USB flash drive. Digital images must be at a resolution of 300 DPI at 5" x 7". Materials submitted will not be returned.

**3.4** Number of images per artwork: For two-dimensional artworks, artists must submit two images: one image of the complete artwork and one detail. For three-dimensional artworks, artists must submit three images, including views of the artwork from different angles and/or a detail.

Definition of "detail": a selected section of an artwork that is enlarged to show the surface. The resolution of the enlarged section is to be 300 DPI at 5" x 7".

When documenting artwork, the artist should consider accurate colour balance, composition, eliminating reflections from glass and demonstrating the scale of artwork by providing a reference point such as a coin (particularly in the case of sculpture).

**3.5** Descriptive details must be submitted including the title, date, medium, dimensions and purchase price for EACH artwork. Materials used in the creation of the artwork must be of archival quality (ex: paintings on MDF and particleboard will not be accepted). The requested price must reflect current reasonable market value for the artwork. The Jury may reject artworks based on pricing they consider inflated.

**3.6** Artworks must be submitted unframed.

**3.7** Artists must include a C.V. (3-page maximum) with their submission, along with a 250-word artist's statement.

**3.8** Submissions must identify where the artwork must be shipped from if purchased. The Art Bank program will not cover the expense of shipping artworks from outside of Newfoundland and Labrador.

#### **4.0 The Jury**

The Art Bank Jury will meet once per year to review submissions to the Art Bank Program and to make recommendations for purchases for that year. The Art Bank Jury will be selected and will operate in accordance with the clauses outlined below:

**4.1** Once per year, The Rooms Corporation will issue a call for nominations to the Art Bank Jury.

**4.2** Jury members may be nominated by artists, individuals in the cultural sector, The Rooms Provincial Art Gallery staff or the public at large.

**4.3** The Jury shall be comprised of a minimum of THREE and maximum of FIVE individuals who reflect the diversity of our province and visual arts practice. In selecting the jury, the following criteria will be considered to achieve balance: variety of experience in visual arts practice, career stage (emerging, mid-career and senior), gender, sexual orientation, cultural background, and place of residence.

**4.4** In selecting Jury members, The Rooms Provincial Art Gallery staff will consider names submitted in response to the annual call for nominations. Jury members shall serve for a period of one year from the time of selection.

**4.5** The Jury will assess and recommend or decline artworks offered for purchase by, or donation to, the Art Bank Collection. In making their assessments they will be guided by the acquisitions policy for The Rooms Provincial Art Gallery, the purpose of the Art Bank program and their own judgement. All artists who submit artworks shall be treated equally.

**4.6** The Art Bank Technician will serve as a facilitator to the Jury, but will not have a vote regarding acquisition.

**4.7** Following submission of an invoice for their services, jury members will be appropriately compensated for their professional services as per

the current CARFAC fee schedule. This will include fees for professional services, travel and accommodation expenses.

**4.8** The Director of the Provincial Art Gallery has the authority to review final artwork selections made by the jury and to vet any artworks that in their opinion will not circulate or may not be suitable for government offices and public spaces.

## **5.0 Conditions of Purchase**

**5.1** A list of recommended purchases will be submitted to the Minister of Tourism, Culture, Arts and Recreation for approval. Once approved by the Minister, selected artworks shall be shipped by the artists to The Rooms Provincial Art Gallery at the cost of The Rooms. The Rooms Corporation is not responsible for any additional appraisal costs or costs related to documentation of artwork presented for consideration.

**5.2** Payment will be issued to the artist/gallerist once the artwork and all pertinent information is received by The Rooms.

**5.3** Purchase contracts between artists and the provincial government incorporate permission to display artworks in government buildings; permission to use images of the artworks to promote the Art Bank Program; and permission to use images of the artworks in education programs organized by The Rooms. These permissions granted without further exhibition or reproduction fees. Artist fees will be paid when artwork is included in exhibitions at The Rooms and when artwork is loaned to other public art galleries (these fees to be covered by the borrowing institution).

## **6.0 Allocating Artworks in Government Offices**

**6.1** The Art Bank Program aims to exhibit artworks in public spaces owned and operated by the Government of Newfoundland and Labrador. For the purposes of the program, a public space is defined as:

- Government House;
- House of Assembly;
- The Premier's Offices: Confederation Building, Corner Brook, and Happy Valley-Goose Bay;
- Offices outside St. John's reserved for the use of visiting Cabinet members;



- Ministers' suites;
- Offices of all Members of the House of Assembly (MHA) that are located in Confederation Building;
- Offices of Deputy Ministers and heads of Crown agencies;
- Offices of Assistant Deputy Ministers (ADM);
- Offices of Provincial and Supreme Court Judges;
- Main lobbies of government buildings normally open to the public;
- Main waiting rooms of departments or agencies; and
- Main boardrooms of departments or agencies; and
- Other spaces used by government which provide for public access (such as temporary quarters of government commissions).

**6.2** Provision may also be made for other high traffic public spaces (ie. corridors) or public spaces whose aesthetics would be improved by the presence of artwork, on a case-by-case basis.

**6.3** All other spaces in government buildings are not considered public spaces under the guidelines. Specifically, this includes:

- Constituency offices of any MHA;
- Offices of members of the Minister's staff;
- Offices of public servants below the rank of ADM;
- Schools and campuses of the College of the North Atlantic; and
- Hospitals and clinics.

**6.4** Artwork located in areas that currently fall outside these guidelines may remain in those locations. In the case of private offices, existing artwork may remain in place until the individual changes offices or retires.

## **7.0 Order of Precedence**

**7.1** When new artworks are acquired through the Art Bank Program, they are allocated according to the following order of precedence:

- The Premier and the Lieutenant Governor have the first opportunity to select from new artworks. They will alternate as to who has the first opportunity to select from new artworks. During even numbered years, the Premier will select first and, during odd numbered years, the Lieutenant Governor will have this privilege.
- Ministers;
- Speaker of the House and MHAs;
- Provincial and Supreme Court Judges;
- Deputy Ministers, Auditor General, Heads of Crown Corporations; and

- Assistant Deputy Ministers.

The Art Bank Technician will notify the Premier and Lieutenant Governor each year when new artworks are available. They may make selections of new artwork from a digital file. Following selections by these individuals, the new artworks will be available to the Minister of Tourism, Culture, Arts and Recreation. After their selection, the new artworks will be available on a first come first served basis until all new artworks are claimed.

## **8.0 Number of Artworks per Public Space**

The intent of the Art Bank Program is to disseminate artworks to public spaces in as many government buildings as possible.

**8.1** As new artworks are acquired and the order of precedence followed, the program attempts to disperse artworks to a progressively broader number of public spaces. For this reason, individuals may request a maximum of FOUR artworks for their office space.

**8.2** The number of artworks displayed in any location will depend on the number of artworks available throughout the system, the amount of wall or floor space available in that public space, and the “aesthetic balance” provided by the artworks. Decisions of this sort will be made at the discretion of the Art Bank Technician.

**8.3** If artworks remain unclaimed once the order of precedence is completed, the Art Bank Technician will determine where these artworks should be displayed. The priority will be those public spaces which have few or no artworks currently on display.

## **9.0 Regular Rotation of Artworks**

The Art Bank Technician shall rotate artworks in the following circumstances:

- **Cabinet and Executive shuffles:** Ministers and Deputy Ministers may wish to bring artworks allocated to them from office to office, as they change portfolios.
- **New acquisitions:** Ministers, Deputy Ministers and agency Heads who acquire new artworks from the Art Bank Collection in any one

year will relinquish the same number of artworks back to the Art Bank Collection, to be allocated to other spaces.

- **Removal of artworks:** If artworks are removed from a department or agency due to renovations, or office movements, these artworks will be held for no longer than TWO months, after which they will return to circulation.
- **When the artwork is under threat:** Artworks which have been damaged or which are in danger of becoming damaged (ex: when renovations are planned) will be removed for repair or moved to a safer location. The site will be evaluated for a replacement piece that is less sensitive to threat.
- **At the Department's or Agency's request:** Employees of a department or agency may wish to hang different artworks in their public spaces every few years. Due to limited resources, departments and agencies may make no more than ONE request for voluntary artwork movements per year. Departments will be charged a fee of \$100 per additional discretionary movements in any given fiscal year.
- **When required for exhibition:** If The Rooms Provincial Art Gallery requires the artwork for exhibition or reproduction in a publication, it may be recalled at any time.
- **Rotation:** In addition to these circumstances, the Art Bank Technician may initiate a rotation of artworks if they have become 'stale' in their current location.

## 10.0 Conservation

As with any collection, the Art Bank is meant to demonstrate an example of current practice for future generations. As such, it is therefore essential that a duty of care be exercised to preserve these artworks. In this respect, the following guidelines are to be followed:

- **Handling/moving artworks:** Only the Art Bank Technician or someone delegated by them is authorized to handle/move artworks that are accessioned into the Art Bank Collection. If an artwork is to be moved, the Technician must be contacted and the artwork left in place until they can move it or have it moved by a qualified person.

- **Location of artworks:** Depending upon the medium, artworks can be damaged by sunlight, handling, dust, excessive moisture, vandalism, etc. As well, left unattended, they can be stolen. Proper placement and location of the artworks is therefore essential. This is at the discretion of the Art Bank Technician.
- **Exhibit cases:** Three dimensional artworks may require cases to ensure their longevity. Where required, the purchase or construction of an exhibit case should be considered as part of the acquisition process, and sufficient funds set aside from the acquisitions budget at the time of purchase.
- **Evaluation of the state of the collection:** The Art Bank Technician will monitor the state of the collection on a regular basis. Artworks which have been damaged or which require intervention to prevent damage will be repaired/treated using funds from the acquisitions budget.

## **11.0 Deaccessioning**

Removing artworks from the Art Bank Collection, or deaccessioning, must be carried out in accordance with applicable legal and ethical requirements and must follow the process set out in The Rooms Act.

**11.1** Any artwork in the Art Bank Collection may be considered for deaccession if it reflects one or more of the follows terms for deaccession:

- Accidental loss or theft; or
- Damage of artwork beyond restoration.

**11.2** The deaccession of artwork should only take place following careful study, review and unanimous agreement by The Rooms Provincial Art Gallery staff in accordance with The Rooms Act. As per this act, deaccessioning is subject to the approval of the Minister of Tourism, Culture, Arts and Recreation. The deaccessioning process must be thoroughly documented and all records maintained by The Rooms Provincial Art Gallery in perpetuity.

**11.3** Artworks that have been damaged beyond restoration should first be offered back to the artist or the artist's estate. If the artist declines the artwork, it should be deaccessioned as above and permanently disposed of.

## **12.0 Departmental Designates**

The Deputy Minister or head of the Crown Agency is responsible for the artwork within their Department or Agency. Their signature is required acknowledging the current inventory of artwork for which they are responsible and each time this inventory is revised.

**12.1** The Art Bank Technician is assisted in this function by an employee, designated by the Deputy Minister or the head of a Crown Agency, who has been assigned the responsibility of monitoring the condition of the artwork exhibited within their department or agency.

This employee:

- Shall report to the Art Bank Technician when requested every TWO years to ensure that all artworks allocated to their department or agency are accounted for and in good condition;
- Shall advise the Art Bank Technician at least TWO weeks prior to planned renovations or office movements;
- Shall ensure that no artworks are moved by a non-qualified individual;
- Shall report any damage sustained to an artwork;
- Shall advise the Art Bank Technician if they wish to rotate some or all of the artworks currently allocated to their department or agency; and
- Shall ensure that any artworks allocated to satellite offices are accounted for and in good condition.

**12.2** It is the responsibility of the Deputy Minister or the head of the Crown Agency to inform the Art Bank Technician in the event that the department or agency designate is replaced.

## **13.0 Acquisition of Artwork Outside the Art Bank Program**

**13.1** Members of the House of Assembly, or Departments and Agencies sometimes acquire artworks independently of the Art Bank Program. In these cases, these artworks shall be submitted to the Art Bank Jury for consideration. If they are accepted into the Art Bank Collection, they will be accessioned and treated as per other artworks in the collection. Following accession, artworks will be returned to the Member of the House of Assembly or to the Department or Agency which acquired it. Should the artworks not be recommended for accession, they shall be

classed as government assets and recorded as such within their Department/Agency.

#### **14.0 Responsibilities of The Rooms Provincial Art Gallery**

**14.1** The Art Bank Program shall adhere to the Collections Management policies currently in place at The Rooms Provincial Art Gallery.

**14.2** The Rooms shall be responsible for advising the Minister of the Department of Tourism, Culture, Arts and Recreation on issues relating to the Art Bank in the long-term.

**14.3** The Provincial Art Gallery Director shall advise the Jury and the Minister on any matters pertaining to purchases.