

## COLLECTIONS ACCESS POLICY

### INTRODUCTION

The Art Museum at the University of Toronto is custodian of four collections: the Lillian Malcove Collection, The University College Collection, the University of Toronto Art Collection, and the Hart House Permanent Collection. The Malcove Collection, bequeathed to the University in 1982, consists of over 500 objects ranging from ancient pieces to 20th Century art; The University of Toronto Art Collection is also wide-ranging with a particular strength in contemporary Canadian Art and consists of nearly 4000 works; The University College Art Collection consists of over 500 works and contains significant paintings by the Group of Seven; and the Hart House Permanent Collection consists of over 650 works, including 59 artworks now deemed “National Treasures.”

A primary objective of the Art Museum is to ensure a balance of care and access of its collection. In line with the Art Museum’s mandate, the collection is to be fully integrated with University of Toronto academic and co-curricular programs, but also must ensure that objects within collection are handled and used with the highest standards of care. Developing and adhering to *Collections Access Policies* can create a system of access that allows for integration while extending the longevity of these art objects and preserving them for future study. The Art Museum will allow access to its collection for the following reasons:

- Research
- Curatorial purposes
- Class visits, internal and external to the University of Toronto

The Art Museum’s *Collections Use Policy* as well as University of Toronto’s policies on Art Collections, Collections Management, and Conservation and Access provide additional information about the strategies used by Art Museum staff to preserve and maintain the collection presently under its care. Taken together in combination with the *Collections Access Policy*, these policies provide a comprehensive view of the Art Museum’s responsibilities to the University of Toronto’s collections, its relationship to Art Museum staff, scholars, the public and the University of Toronto community including, but not limited to, faculty, staff, students and alumni.

### PURPOSE OF POLICY

The purpose of this document is to outline the policies and guidelines for allowing access to the collections under the Art Museum’s care. The Art Museum’s *Collections Use Policy* states access to the collection in storage shall normally be restricted to Art Museum staff

with professional training in the safe handling of art objects; this policy highlights those occasions when access is allowed to non-Art Museum staff.

The Collections Access Policy addresses the following issues:

- Access to the Art Museum's collection
- Documentation of user access
- Handling and supervision of the collections during user access
- User registration
- Reproduction and publication of collections materials by users

## **SCOPE OF POLICY**

This policy applies to all objects in the Art Museum's care including the Lillian Malcove Collection, The University College Collection, the University of Toronto Art Collection, and the Hart House Permanent Collection therein.

## **POLICY**

### **1. Initial Conditions of Access**

1.1. Subject to reasonable restrictions on the grounds of fragility, security, or confidentiality and within the limits imposed by the museum's staff and workspace resources, every effort should be made to permit access to the collection for detailed study. All such activity will normally be conducted during working hours.

1.2. The Art Museum reserves the right to restrict access to materials in the collections for any reason. Among the factors that the Art Museum will consider when deciding whether to permit access to collections are: the condition of the art objects requested; the number of materials requested; and the purpose of access.

1.3. All access to the collections takes place on the museum's own terms. If there is reason to assume that the visitor may ignore the museum's regulations, the visit may be denied or terminated.

1.4. All researchers must complete the *Collections Access Registration* form, describing the researcher's name, address, contact information and purpose of research and may also include information surrounding their institutional affiliation, profession, etc. The researcher will fill out an additional appointment request subsection on the *Collections Access Registration* for each research project. A valid photo ID is required to verify identity upon access to the collection.

1.5. The Collections Manager may limit the quantities of material examined at one time. Unprocessed materials are not available to outside researchers, but may be consulted by staff members in the course of their research for the Art Museum.

1.6.i. Certain information, such as condition, prices, and current insurance values of works of art are not available to outside users.

1.6.ii. Researchers may come in contact with records or objects that contain private or restricted information about individuals or organizations. This information may not be conveyed by the researcher to anyone by any means.

## 2. Handling and Viewing Area

2.1. The safe handling of art objects within the Art Museum's care involves techniques which are not necessarily familiar either to art historians, scholars or the general student body. The visitor may, however, have more general knowledge about an art object than does any member of the museum staff, and therefore feel him or herself the better judge of proper handling technique. With all respect to the expert knowledge of the visitor, the museum must retain the sole right to decide what is safe and therefore permissible.

2.2 The area in which the examination is to be conducted should not differ in either temperature or relative humidity from the storage or display area.

2.3. Visiting scholars with training in the safe handling of art objects shall be permitted to handle objects in the collection under the supervision of trained the Art Museum staff.

2.4. Students enrolled in academic courses involving curatorial work and collection research at the Art Museum may be permitted to handle objects under strict supervision of trained Art Museum staff.

2.5. Volunteers, untrained staff, and members of the general public *shall not* be allowed to handle art objects that are part of the collection or have been loaned to the Art Museum.

2.6. Art objects are not to be viewed or removed from the designated viewing area except by the designated Art Museum staff under the permission of the Collections Manager.

2.7. No food or drinks of any kind are allowed within the viewing area.

2.8. Researchers are permitted to use personal laptops within the viewing area.

2.9. Visitors must not be allowed to take samples of art objects for analytical purposes unless specifically allowed by the Art Museum Director.

### **3. Copyright, Reproduction and Publication**

3.1. *Artistic works* are subject to copyright under the Canadian *Copyright Act* (C-42).

3.2. While accepting and understanding *fair dealing* for the purpose of research, private study, education, parody or satire does not infringe copyright (C-42 s.29) the Art Museum management may limit the reproduction of images of work. Visitors may request for an image by filling out a *Request for Image Reproduction* form.

3.3. Researchers who willfully disregard the *University of Toronto Governing Council Copyright Policy* as well as the *Canadian Copyright Act* do so at their own risk and assume all liability.

3.4. Researcher liability concerning copyright will be outlined in the *Collections Access Registration* form.

3.5. Digital cameras can be used upon approval but permission to examine art objects does not automatically include the right to photograph. The Art Museum may decline a request to photograph because the materials are oversized, too fragile, or fall outside *fair dealing* (C-42 s.29).

3.6. All image reproduction requests must be approved by the Collections Manager.

3.7. Written permission must be obtained from the Art Museum to publish reproductions of objects within the collection or substantial visual imagery or quotation from them. The Art Museum will only grant reproduction permission for materials in which the Art Museum is the copyright holder or for which there are no restrictions in terms of moral and economic rights. When the Art Museum does not hold copyright, staff will provide as much information as is available to aid the researcher in locating the copyright holder; however, collections staff cannot serve as an intermediary to obtain permission on behalf of the researcher.

3.8. In giving permission to reproduce photographs of collection objects the Art Museum does not surrender its own rights to publish the materials or to grant permission to others to publish them; nor does the Art Museum assume any responsibility for infringement of copyright.

### **4. Visitor Studies and Documentation**

4.1. The Art Museum will keep all confidential information regarding users, including *Collections Access Registration* forms and *Collections Appointment Request* forms.

4.2. The Art Museum will keep a record/log of all visits to the permanent collection. The log will record the researcher's name, purpose of visit, the object accessed, and date and time of the visit.

4.3. Logs will be audited yearly with the yearly audited numbers archived.

### **Review of Policy**

This Policy will be reviewed, at minimum, every two years by the Art Museum staff to ensure that it accurately reflects current circumstances and practices at the Art Museum. Revisions to this document will be made upon recommendation of the Director.