

# University of Otago Checklist for the Acquisition of an Artwork

This checklist should be used in conjunction with the University's [Artworks Collection Policy](#).

Departments seeking to purchase artworks directly must:

- have budget for the artwork and a staff member with delegated financial authority must endorse the purchase
- consult with the Artwork Collections Committee prior to purchase (email [registrar@otago.ac.nz](mailto:registrar@otago.ac.nz))

Details of work, artist and acquiring department	
Name of work/collection:	
Artist(s):	
Medium and size:	
Method of acquisition (e.g. purchase, via donation, etc.):	
Party from which work is acquired:	
Source of funds for acquisition (if applicable):	
Value of work (if known):	
Department seeking to acquire work:	
Department contact and email address:	

Practical considerations (complete if known – otherwise will be completed by Artwork Collections Committee)	
Can the work/collection be appropriately displayed?	
Is the work/collection in good condition?	
Will there be significant ongoing maintenance costs?	
Are the costs associated with acquiring the work/collection significant (e.g. freight)?	
Can the Department meet ongoing costs of maintenance and curation?	

**Assessment of work/collection**

Does the work/collection meet one or more of the following purposes:

- enhancing and reflecting the culture and character of the University
- enriching or embellishing the University's buildings and campus for the benefit of staff, students and visitors
- recognising individuals and events connected with the University
- use for research and education
- recognising the links between the University and wider community.

Is the work/collection able to be displayed and maintained by the University (see 'Practical considerations' above)?

Is the work/collection legally, ethically and culturally appropriate for the University to hold?

Does the work/collection fall within one of the following categories:

- Level 1: Artworks by significant artists where the artist or subject matter is closely associated with the University, artworks by Frances Hodgkins Fellows, artworks that are part of a subject-specific collection (e.g. College of Education collection of book illustrations).
- Level 2: Artworks where the artist or subject matter is closely associated with the University.

**Checklist completed by:**

Name:

Signature:

Date:

Please attach any associated documentation (e.g. images of the work(s) under consideration).

Forward this form to the Artwork Collections Committee (email [registrar@otago.ac.nz](mailto:registrar@otago.ac.nz)) for assessment prior to purchasing/accepting any artwork(s).