

REQUEST FOR ARTWORK

Please fill in the details below and lodge with University Art Collection: artcollection@newcastle.edu.au

You will be contacted in due course - please call Art Collection on Ext. 50881 for any further enquiries.

	Request initiated by
Full Name	
Position	
Division/Faculty	
School	
Building	
Room Number	
Contact Phone	
Email	

Request	Please tick	Number of works
New artwork		
Change existing artwork		
Removal of artwork		
Relocation of artwork		
Identify artwork		
Caption artwork		
Workshop / Other		

Details of request:

I have read and accept the terms and conditions listed on the following page *(please check the box)*



**UNIVERSITY
GALLERIES**

REQUEST FOR ARTWORK

TERMS & CONDITIONS

1. Artworks will only be installed in locations approved by the Art Collection. These areas must comply with preventative conservation guidelines.
2. Please do not move artworks. The Art Collection must be notified if you want artworks in your work area rehung or relocated.
3. The Art Collection must be notified immediately if any damage occurs to an artwork.
4. With prior notification, the Art Collection may relocate artworks from areas at any time. In exceptional cases, the work may be removed without notice.
5. The Art Collection must be notified if any renovations, painting or repairs are to be undertaken in an area housing an artwork. In this case, artworks will be relocated to the Art Collection storeroom for safety until all work is completed.
6. The Art Collection must be notified in case of theft, fire, flood or any other unforeseen risk that may cause damage to artworks.
7. Please avoid placing objects against artworks or within a dangerous proximity of them.
8. Three-dimensional objects, including glass, ceramic and wood pieces, are not to be used as functional objects; e.g. vases, paperweights, containers.
9. Please notify the Art Collection when you permanently vacate your office so that new staff can be advised of their responsibilities regarding artworks located in their area.
10. The Art Collection is not responsible for the hanging or installation of artworks and objects that do not form part of the University Art Collection. This includes posters, clocks, notice boards, reproduction prints, etc. Any artworks must clearly state on the back of the work that they are owned by a private person and not the University.
11. Artworks purchased by division/faculties with University funds, independent of Art Collection consultation, are automatically the property of the University and therefore under the stewardship of the University Art Collection. We require purchase documentation, a high quality image and details of where the artwork is to be located.
12. While we endeavour to meet requests for particular artworks, this will be limited to what is available for installation and the suitability of the space. Final curatorial selections of artworks, and their placement, remain the decision of the Art Collection.



OFFICE USE ONLY

Received by: _____ Date: _____

Priority: _____ Floor Plan attached

Cost Collector: _____

Maximo submitted Maximo Number: _____ Purpose: _____

Maximo submitted Maximo Number: _____ Purpose: _____

Site has been scoped:

List of works has been submitted/attached Works approved

Selected works ready for installation (cleaned, frames checked, labeled, rings/hangers, wall captions)

Install complete Partially complete

RECOLLECT updated



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