University Galleries Use Policy

Section 1 - Executive Summary

(1) The University of Newcastle (University) Galleries' facilities and resources are provided to support the learning, teaching, research, and work integrated learning activities of the University and its regional communities in support of the Strategic Plan.

Section 2 - Purpose

(2) This Policy establishes the principles by which persons may access and utilise the spaces and resources of the University Galleries (including the University Gallery, Watt Space Gallery [City Campus], the University Art Collection and the Senta Taft-Hendry Museum).

Section 3 - Scope

(3) This Policy applies to all sites and services of the University Galleries.

Section 4 - Audience

(4) Staff, students, University affiliates and alumni, honorary academics, the general public, partners of the University, and resource-sharing organisations.

Section 5 - Definitions

(5) In the context of this document the following definitions apply:

Defined Term	Meaning
Art Collection	Art collection refers to items that are University property and have been formally accessioned through the University galleries. It is the aggregate of artworks, original creative works, archival material, objects, and cultural material under the ownership and care of the University galleries. The Collection includes objects such as, but not limited to, drawings paintings, sculptures, photography, cultural and other artefacts, digital media and design items.
Cultural Material	An item of material culture that has a functional, symbolic or spiritual purpose that has been made or used by humans. An item may or may not have a known creator.
Galleries Clients	All users of the Galleries and Museum, including artists and exhibitors, members of the public and visitors.
Material	Material includes, but is not limited to, artworks, cultural material, and archival material. Materials may be physical, digital, or other formats or media.
University Galleries	Comprises the University Gallery, Watt Space Gallery and the Senta Taft-Henry Museum and the Art Collection.

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Section 6 - Use and Access

Access to the University Galleries sites

(6) The hours of opening of the University Gallery, Watt Space and Museum will be determined by the Senior Art Curator and will be publicly notified to Galleries clients via signage at the site and through the University Galleries website. Any variation to the standard opening hours shall be notified in advance, through appropriate University and University Galleries channels, and posted on the University Galleries website.

(7) Visits by appointment for large groups, or outside of opening hours, are at the discretion of the Senior Art Curator and must be organised in advance by contacting the University Galleries.

Access to the Art Collection

(8) The University Galleries will develop and maintain relationships with the University community, artists, art dealers, arts organisations, galleries, museums and libraries, and past and prospective donors through the curation, interpretation and exhibition of the Art Collection in a range of formats.

(9) The University Galleries will facilitate and promote access to the Art Collection and exhibitions for Galleries' clients in accordance with:

a. this Policy;
b. the Art Collection Management Framework;
c. copyright obligations;
d. Indigenous Cultural Intellectual Property Protocols (ICIPP); and
e. cultural sensitivity and security requirements.

(10) Loans or relocation of any cultural material held in the Birabahn building or in the Wollotuka Collections will require prior written approval from the Head of Wollotuka Institute.

(11) A portion of the Art Collection that has copyright approval is available to access via an online database. This is available through the University's website and is accessible by the wider University community and public.

Exhibitions and Displays

(12) The Senior Art Curator is responsible for curating exhibitions of the University Galleries' Art Collection within the University's gallery spaces and at off-site locations. Exhibitions will be made accessible to the University community and the public through regular opening times.

(13) Artworks from the Art Collection are displayed across the University campus. Senior staff may apply for artwork for their office or public areas. See the Art Collection Management Framework for more information.

(14) No movement of collection works is to take place without the prior knowledge and approval by the Senior Art Curator. The Senior Art Curator will supervise, assist, advise, and support all movement of collection works.

Use of the University Galleries Spaces

(15) Use of the University Galleries' facilities, equipment, and assets during externally organised exhibitions and events will be at the discretion of the Senior Art Curator and must be agreed to in advance.

(16) University Galleries clients may apply to the Senior Art Curator to hold exhibitions in the University Galleries' spaces.

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(17) The Senior Art Curator maintains the right to limit the viewing of works that are of a nature that may distress visitors to any University Galleries space, within the provisions of the Code for the Protection of Freedom of Speech and Academic Freedom.

(18) University staff may apply to the Senior Art Curator to book the University Galleries' spaces for events.

(19) Galleries clients who book events will bear all costs relating to staffing, equipment, and catering in accordance with the event booking conditions that are available from the University Galleries at the time of enquiry.

(20) An indicative list of facilities, equipment, and assets can be found on the University Galleries Programs and Events website.

Section 7 - General Conduct

(21) Galleries' clients must respect the rights of others and behave in a manner not likely to disrupt or inconvenience other clients. The University Galleries observe zero tolerance to aggressive behaviour including but not limited to any verbal or physical abuse toward staff, clients, or members of the public.

(22) Children must always be within the immediate supervision of an adult.

(23) Display of posters and notices may be allowed at the discretion of the Senior Art Curator. Permission must be obtained in advance by contacting the University Galleries.

(24) Filming or taking photographs within the University Galleries requires prior permission from the Senior Art Curator. Suitable signage will be displayed to notify of filming and photography in progress. Photography of staff, students, or visitors is not permitted without their explicit written permission.

(25) University Galleries clients must leave the premises immediately when requested to do so by University Galleries or Security staff.

Section 8 - Roles and Responsibilities

(26) The University Galleries has overarching responsibility for all the sites and services of the University Galleries (including the Art Collection). This includes withdrawing and restoring access to spaces and resources in accordance with delegations of authority.

Status and Details

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Responsible Executive	Alex Zelinsky Vice-Chancellor alex.zelinsky@newcastle.edu.au
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Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Asset" - Any tangible or intangible item (or group of items) that the University owns or has a legal or other right to control and exploit to obtain financial or other economic benefits.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Senior staff" - Deputy Vice-Chancellor, Pro Vice-Chancellor, Global Innovation Chair, Global Innovation Professorial Fellow, Head of School, Director or equivalent.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Work integrated learning" - In the context of the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework), work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements. WIL can be undertaken as part of coursework or research training.