

Durham University Art Collections

How to look after your artwork....

- The University Art Collections are a distinct and unique resource, you must commit to looking after your displayed artwork with the utmost care.
- The Western Art Team, on behalf of the University, installs artworks at University sites for a (maximum) 1 year period, after which further lending can be reviewed. This is to ensure artworks do not become damaged through being on display. Works on paper in particular (of which there are many in the collection) are sensitive to light, heat and humidity and should be 'rested' in dark storage regularly.
- Please be active in encouraging responsible behaviour by staff members, students and the public in vicinity of the artworks. Everyone has a role in preserving the University Art Collections for generations to come. If an artwork becomes damaged we may unfortunately have to request payment from your College/Department for its repair.
- All artworks belong to the University and as such you must agree not to move, sell, donate, pledge, lend, or gift your artwork to any other party whilst under your care.
- Your artworks are culturally valuable so please remain vigilant and contact the Western Art Team with any security concerns, no matter how insignificant they may appear.
- Do not try and take down or move the artwork yourself and please prevent colleagues from doing so. Handling artwork is a specialist skill and works can very easily become damaged depending on the materials they are made from, the type of frame they have or the type of fixings they have. The handling and moving of artwork is carried out only by the Western Art Team who are trained in the movement and display of art collections.
- Similarly please contact the Western Art Team to co-ordinate the collection or removal of artworks if and when required.
- Decoration, painting, building or construction work must not take place in the vicinity of University artworks as dust, dirt, vibrations and paint fumes can severely damage artworks. The Western Art Team must be informed at the earliest opportunity if such tasks are planned and they will temporarily remove artworks for you.
- Please make sure staff and colleagues do not attempt to clean the artworks, even works that are framed and glazed. Household cleaning products and cloths can damage artworks and leave residues and fibres which may need later removing by a professional specialist conservator. If your artwork is looking dusty or dirty please contact the Western Art Team and we will be more than happy to come and clean the artwork.
- No smoking or lit candles are to be in the vicinity of University artworks at any time, apart from the fire risk, smoke damages artworks significantly.
- The cooking and consumption of food and drink in the vicinity of artworks is discouraged, due to fumes and air particles, such as grease, given off from cooking and the obvious damage that can occur from spill drinks or food. Repairing and cleaning damaged artworks is a specialist conservation task and your College/Department will be liable for any such costs if deemed necessary.

- Please do not remove any labels or stickers from your artwork. These are used to document and identify the artwork. With over 6000 works in the collection they are essential!
- No photography or reproduction of artworks is to be undertaken. The majority of artworks in the University Art Collection are still under copyright regulations - this means the permission of the Intellectual property holder (the artist or the artist's representative) must give their permission for the use of any photographs/filming featuring the artworks. If not the University may be liable for legal proceedings and fines.
- No researchers, visitors, academics or other specialists should be given access to any loaned artworks without prior permission from the Western Art Collection Team. This is so we can record the impact of the collection and ensures its access and reach is managed centrally.
- Durham University reserves the right to recall artworks at any time. This may be to prevent further damage of an artwork or if an artwork has been requested for loan to another museum. Where appropriate a substitute will be offered, however this is not always possible.

To find out more contact Curator, Alix Collingwood-Swinburn on alix.j.collingwood-swinburn@durham.ac.uk.