Disclaimer: Any PRINTED version of this document is only as current as of the date it was printed; it may not reflect subsequent revisions. Refer to the electronic version of the policy on the Intranet under the Policy and Procedure Manual for the most current policy.

Policy Title

Title: Artwork Donation Policy		**Policy No:**	
		Original Issue Date:	
Manual:	**Administration**	**Approval Date:**	
		Policy Lead:	**Vice President, People & Strategy**
Department:	**Communications**		
Approved By:	**Leadership Committee**		

1. Purpose

This policy provides guidelines for the acceptance, display, and long-term management of artwork within Quinte Health facilities. While artwork can enhance healing spaces and foster a welcoming environment, it must also meet safety, maintenance, and operational standards in a healthcare setting. This policy ensures a consistent, respectful, and sustainable approach to accepting and displaying art across all hospital sites.

2. Scope

This policy applies to all public and patient care areas at Quinte Health facilities. It does not apply to staff-only spaces (e.g., offices, lounges) or to temporary visual displays associated with internal communications or promotional campaigns.

3. Policy

Review and Approval

- All artwork intended for public or patient care areas must be reviewed and approved by the Art Review Committee.
- Art will be displayed only in designated areas that meet safety, visibility, and infection control standards.
- Final decisions on location, installation, and duration of display rest with the site or unit manager/director in consultation with the Committee.

Acceptance Criteria

All donated artwork must:

- Be safe and appropriate for a healthcare setting
- Be professionally prepared and ready for installation (framed, wired, etc.)
- Comply with infection prevention and control standards
- Comply with Ontario Building and Fire Code Standards
- Be durable, cleanable, and require minimal maintenance
- The size of the artwork must be proportionate to the intended display space and must allow for safe, secure, and unobtrusive installation. Oversized or unusually shaped pieces may be declined if they cannot be safely mounted or maintained in the proposed location.

The following content will not be accepted:

- Only original works or limited-edition pieces will be accepted; reproductions are discouraged.
- Depictions of identifiable people, religious imagery, drugs of any kind, and adult-themed content are not permitted.
- Sculptures and 3D works will not be considered due to maintenance and safety challenges, including pieces that would carry an increased risk of flammability, or may obstruct egress

Donated Artwork

- Donated artwork becomes the property of Quinte Health upon acceptance.
- Acceptance of an artwork donation does not imply that the art will be displayed, nor does it guarantee that the art will be displayed in a particular area.
- Donors must sign a donation agreement confirming that ownership is fully transferred and that Quinte Health has sole discretion over display, storage, relocation, or future use.

Should the artwork no longer be suitable for display, Quinte Health may:

- Offer the artwork to one of its Foundations or Auxiliary partners for fundraising
- Dispose of the artwork through approved internal processes

Donated artwork will not be returned to the donor and will not be stored indefinitely.

Loaned Artwork

Quinte Health does not accept artwork on loan from individuals or organizations unless it is part of a formal partnership agreement with a third-party organization responsible for managing rotating art exhibits (e.g., Arts Councils).

Theft, Loss or Damage

- Quinte Health and our Foundation partners are not responsible for the loss or damage to the artwork displayed.
- It is the responsibility of all staff to report immediately the loss or damage of any artwork within the facility to Security. Security will coordinate with local law enforcement and participate in subsequent investigations as required.

Installation and Maintenance

- All installations must be coordinated with Facilities Management and Occupational Health and Safety.
- Any maintenance or repair needs will be reviewed on a case-by-case basis. Artwork requiring frequent attention may be removed.

Recognition and Acknowledgment

Donated art may be recognized through:

- An online donor registry maintained by Communications.
- Individual plaques will be considered only in exceptional cases and will follow the donor recognition policies of the respective Foundation and/or the Quinte Health donor recognition policy.
- If applicable, donations will follow accepted processes and policies for issuance of tax receipts by the Foundation including requiring the donor to obtain an appropriate third-party appraisal.

Documentation and Recordkeeping

A formal record of all submitted and accepted artwork donations will be maintained, including a completed "Artwork Submission for Consideration" form, donation agreement and Appraisal documentation (if a charitable tax receipt is requested through the Foundation). Digital copies of all documentation will be stored in a shared folder accessible to all members of the committee.

Implementation and Exceptions

- The Communications & Community Relations team is responsible for implementation and policy oversight.
- Any exception to this policy must be approved by the **Vice President of People and Strategy** or their delegate, based on the recommendation of the Art Review Committee.

Procedure:

All art proposed for donation will be reviewed by the Art Review Committee, which will be brought together on an "as needed" basis and includes:

- Manager, Communications & Community Relations
- Representative from Facilities or Capital Redevelopment
- Site Lead or unit/department manager or director
- HEPP representative
- Manager, Occupational Health, Safety and Security
- Foundation representative (if applicable - i.e. if the artwork donation has been made through the Foundation and involves potential donor recognition, tax receipting, or fundraising considerations, including appraisals or public acknowledgment)

Documentation Requirements

The following documents must be collected, completed, and stored for all accepted artwork:

- "Artwork Submission for Consideration" Form - Completed by the donor and including photographs, dimensions, medium, proposed location, and contact details.
- Signed Donation Agreement - Confirms full and unconditional transfer of ownership to Quinte Health and outlines display terms, recognition, and permissions.
- Approval Documentation - Includes the decision of the Art Review Committee or Site Executive Lead, along with any required signoffs from:
    - Facilities Management
    - Housekeeping
    - Infection Prevention & Control
- Inventory Record

  The artwork must be entered into the site-level inventory log with:
    - Unique identifier number
    - Title, artist name, medium, dimensions
    - Date of donation
    - Condition upon receipt
    - Display location (if applicable)
- Appraisal Documentation *(if applicable)*- Required for issuance of a charitable tax receipt via the Foundation. The donor is responsible for securing a third-party professional appraisal.

Storage of Records

All records must be saved as digital copies in a secure, shared folder that is accessible to:

- Site Lead or delegate
- Facilities Management
- Communications & Community Relations
- Foundation representative (if involved in the donation process)

APPENDICES AND REFERENCES –

Appendices:

- **Appendix A – Artwork Donation Submission Form**
- **Appendix B - Artwork Donation Agreement**
- **Appendix C - Artwork Donation Approval Record**
- **Appendix D - Artwork Inventory Record**

References:

- Fraser Health Art Policy
- Northumberland Hospital Art Policy

Quinte Health – Artwork Submission for Consideration

Thank you for your interest in donating artwork to Quinte Health. Please complete the form below and attach a photograph of the artwork. Submissions will be reviewed by the Quinte Health Art Review Committee.

1. Donor Information

Full Name:
Organization (if applicable):
Mailing Address:
Phone Number:
Email Address:

2. Artwork Details

Title of Artwork:
Artist Name:
Year Created:
Medium (e.g. oil, acrylic, photography):
Dimensions (including frame):
Estimated Value (if known):
Is a professional appraisal included? [ ] Yes [ ] No

Please attach a photograph of the artwork to this form.

3. Proposed Display Information

Is there a preferred location for display? (e.g. hospital, unit, area):
Reason for proposed location (if applicable):

4. Ownership and Acknowledgment

By submitting this form, I acknowledge that:
- I am offering this artwork as an unconditional donation to Quinte Health.
- Quinte Health will determine the appropriateness and location of display.
- Display is not guaranteed.
- The artwork may be relocated, stored, sold (with proceeds benefiting Quinte Health or its Foundations), or decommissioned at Quinte Health's discretion.

Donor Signature: _____ Date: _____

Quinte Health - Artwork Donation Agreement

This Agreement is made between the Donor and Quinte Health to formalize the donation of artwork for potential display in a Quinte Health facility.

1. Donor Information

Name:
Address:
Phone:
Email:

2. Artwork Description

Title:
Medium:
Dimensions:
Year Created:
Photograph Attached: [ ] Yes [ ] No

3. Ownership Transfer

The Donor hereby unconditionally transfers full ownership of the above-described artwork to Quinte Health. The Donor understands and agrees that Quinte Health reserves the right to determine the display location, duration, or to store, relocate, decommission, or sell the artwork at its sole discretion.

4. Display and Recognition

Display of the artwork is not guaranteed. Recognition will be handled in accordance with Quinte Health's Donor Recognition Policy and may include inclusion in a donor registry or, in exceptional cases, a plaque.

5. Appraisal and Tax Receipt

If the Donor is requesting a charitable tax receipt, a professional third-party appraisal must be provided at the Donor's expense. Tax receipts will only be issued in accordance with Foundation policies.

6. Liability Waiver

The Donor acknowledges that Quinte Health and its Foundations are not responsible for any loss or damage to the artwork once it has been donated.

7. Signatures

Donor Signature: _____ Date: _____

Quinte Health Representative: _____ Date: _____

Quinte Health – Artwork Donation Approval Record

This form is to be completed by the Site Lead or Art Review Committee following the review of an artwork donation submission.

1. Artwork Information

Title:
Artist:
Medium:
Dimensions:
Submission ID/Tracking Number:
Donor Name:

2. Review Summary

Review Date:
Committee Members Present:
Key Considerations:

3. Decision

[ ] Approved for display
[ ] Approved for acceptance, not display
[ ] Declined

Conditions (if any):

4. Required Sign-Offs

Facilities Representative: _____ Date: _____

Infection Prevention & Control: _____ Date: _____

Housekeeping Representative: _____ Date: _____

Site Lead or Delegate: _____ Date: _____

Final Notes:

Quinte Health – Artwork Inventory Record

This form is used to maintain a record of all accepted artwork donations at each Quinte Health site.

1. Artwork Details

Inventory ID:
Title:
Artist:
Medium:
Dimensions:
Year Created:
Condition at Receipt:

2. Donation Details

Donor Name:
Date of Donation:
Appraisal Received: [ ] Yes [ ] No

3. Display and Maintenance

Display Location:
Installation Date:
Last Condition Check:
Next Scheduled Review:

4. Notes and History

Relocations, restorations, or decommissioning notes: