

**GUIDELINES for the CARE of ARTWORKS at  
VICTORIA UNIVERSITY of WELLINGTON  
For all STAFF and CONTRACTORS**

Te **Adam**  
Pātaka **Art**  
Toi **Gallery**

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**ARTWORKS ON CAMPUS**

Works from the Victoria University of Wellington Art Collection are displayed at all of the University's campuses. The Adam Art Gallery is responsible for the care and display of this Collection. Our staff **must** be consulted if Collection works are to be moved or are in danger of being damaged. Please read these guidelines so you know how to identify works of art and what to do to keep them safe.

*Identifying works of art in the Collection*

- Artworks in the Collection are accompanied by a label. If a work doesn't have a label, it may not be part of the Collection, but you must check with Gallery staff first.

*How you can help us care for works of art*

- Become familiar with works of art in your areas
- Make sure that tables, chairs, pot plants, and noticeboards are not too close to artworks
- Take care when carrying parcels, tools or equipment near art
- Let people know if they are unwittingly placing a work of art in danger
- Please contact Gallery staff if any of the following is due to take place:
  - repairing or painting of surfaces on which works of art are hung
  - sanding, washing, or activities that create dust, dirt or moisture close to works of art
  - accessing areas such as wall or ceiling panels that might cause damage to works of art.

*Moving and hanging artworks*

- Never handle or move an artwork yourself, *always* contact Gallery staff to do this
- We require *10 working days notice* for a non-urgent request
- If you believe something has moved please contact Gallery staff *immediately*.

*What to do if you notice a work of art is in danger, has been damaged or is missing*

- Contact us and/or complete an incident report. These are available from the Adam Art Gallery website or from our office in **OK 314, Old Kirk Building, Kelburn Campus**.

**For any questions, requests to move works of art, or to report an incident, please contact:**

**Rebecca Rice**, Collection Officer, Tel: 463 6835 [rebecca.rice@vuw.ac.nz](mailto:rebecca.rice@vuw.ac.nz)  
**Andy Cummins**, Exhibition Officer, Tel: 463 6835 [andy.cummins@vuw.ac.nz](mailto:andy.cummins@vuw.ac.nz)  
**Laura Preston**, Assistant Curator, Tel: 463 5229 [laura.preston@vuw.ac.nz](mailto:laura.preston@vuw.ac.nz)  
**Tina Barton**, Director, Tel: 463 5254 [tina.barton@vuw.ac.nz](mailto:tina.barton@vuw.ac.nz)

If your inquiry concerns an artwork that is not part of the Collection, we will direct you to the right person to deal with your request.

You can find out more about the Victoria University of Wellington Art Collection by visiting:  
[www.adamartgallery.org.nz/collection](http://www.adamartgallery.org.nz/collection)

**THANK YOU FOR YOUR COOPERATION**