

Chiayi Art Museum Collection Regulations

Approved on December 28, 2021

1. Chiayi Art Museum (hereinafter referred to as “the Museum”) establishes these regulations based on the need to preserve cultural and artistic assets in order to meet the requirements of collection, preservation, exhibition, research, and education of relevant items. The Museum conducts collection activities and assumes responsibility for their proper preservation and management.
2. Principles of Collection: The primary focus is to collect representative artworks by important artists in the history of Chiayi’s art development. Complementing this are artworks by important artists from other regions, cumulatively accumulating a collection of artworks relevant to the history of modern art development in Chiayi.
3. Scope of Collection:
 - (1) Artworks from the 1930s, when Chiayi was known as the “City of Paintings”.
 - (2) Artworks from different periods in the development of Chiayi’s art history.
 - (3) Artworks in which Chiayi is the subject of creation.
 - (4) Contemporary artworks by Chiayi artists with potential.
 - (5) Artworks related to art competitions related to Chiayi.
 - (6) Other artworks that represent the future direction of the featured collections.
 - (7) Artworks that conform to the Museum’s collection policy and the categories of artworks to be collected.
 - (8) Artworks that have artistic, cultural or historical value to the art scene of Chiayi City.
 - (9) Other artworks deemed to have collection value by the Museum’s Collection Review Committee.
4. Categories of Collection: The artworks collected by the Museum are categorized as follows: ink painting, calligraphy, Western painting, sculpture, video, and mixed media.
5. Sources of the Museum’s collected artworks can be divided into four categories: purchase, donation, retention of artworks from publicly organized art exhibitions, and transfers:
 - (1) Purchase: The sources for purchased artworks include the artists themselves or their families, collectors, galleries, etc., with the primary consideration being the artwork’s intrinsic value for the collection.
 - (2) Donation: The Museum encourages donations of artworks from all sectors to enrich public cultural assets.
 - (3) Publicly Organized Art Exhibitions: Award-winning artworks from art competitions organized by the Museum that meet the Museum’s collection objectives can be directly

included in the collection without additional acquisition costs.

- (4) Transfer: Artifacts from other public cultural institutions that do not align with their current purposes or cannot be properly preserved may be transferred to the Museum if the Museum's collection themes and preservation conditions are more suitable. This is done with the aim of proper maintenance and to maximize the use value of the artifacts, coordinating with other units for the transfer of ownership of these artifacts.
6. Procedure of Collection: Any artwork that is to be donated or purchased must be reviewed and approved by the Museum's Collection Review Committee before it can proceed to the collection process.
7. The price of collected artworks is determined by the Collection Review Committee.
8. Acceptance of donated artworks shall be handled in accordance with the "Chiayi Art Museum Artwork Donation Guidelines."
9. Upon inclusion in the collection, the artwork must be registered, insured, and the acquisition of copyright and property rights must be arranged.
10. Artworks approved for inclusion in the collection will be reported to the Chiayi City Government, and upon approval, a certificate of collection will be issued by the Museum.

Chiayi Art Museum Collection Review Committee Establishment Guidelines

Approved on December 28, 2021

- I. Chiayi Art Museum (hereinafter referred to as “the Museum”) has established a Collection Review Committee (hereinafter referred to as “the Committee”) to ensure the quality and standard of its collections. The Committee is responsible for reviewing the collections and providing professional consultation on related matters.

- II. The responsibilities of the Committee shall include:
 1. Deliberating on the acquisition, appraisal, transfer, loan, and deaccession of the Museum’s collections.
 2. Reviewing the management and maintenance of the Museum’s collections and storage facilities.
 3. Discussing other matters related to the management of the Museum’s collections.
 4. Providing consultation on the formulation and amendment of the guidelines for the Museum’s collections.
 5. Offering professional consultation on the promotion of collection research activities.

- III. Composition of the Committee Members:
 1. The Committee shall consist of seven to eleven scholars and experts invited by the Museum to serve two-year terms. Members may be reappointed at the end of their terms, but at least one-third of the members should be replaced each term. If a member is replaced for any reason, the replacement shall serve only until the end of the original member's term. The Director of the Museum shall serve as an ex officio member and convener of the Committee.
 2. Committee members should possess at least one of the following qualifications:
 - (1) Individuals currently or formerly employed in professional academic departments or institutions engaged in fine arts and humanities research or teaching, who also possess the ability to appreciate and evaluate the items in question (at least two members).
 - (2) Individuals who excel in art criticism, theoretical research, or exhibition planning (at least one member).
 - (3) Professionals engaged in artistic creation or leaders of art groups with outstanding achievements (at least one member).
 - (4) Other professionals with expert appraisal skills for collections.

- IV. Convener:

The Committee shall meet as needed, with the Convener serving as Chairperson. If the Convener

is unable to attend, he/she shall designate another member to serve as Chairperson.

V. Attendance and Resolution Validity:

1. Committee members should attend the meetings in person. No meeting shall be valid unless more than half of the total number of members are present, and decisions shall be made by a majority vote of the members present.
2. Members of the Collection Review Committee must attend the meetings in person and may not be represented by others. Administrative duties shall be performed by the Museum's Collections Research Division.

VI. Committee members shall review the materials submitted by the collection management unit for the artworks, including records of requests for appraisals and images of the artworks. If any member has doubts about the authenticity of an artwork, it will not be considered for review. Artworks that do not pass the review may not be resubmitted for two years. The results of the deliberations serve as the basis for the Museum's collection and acquisition decisions.

VII. Committee positions are unpaid; however, members may be reimbursed for meeting attendance and transportation expenses.

VIII. The expenses of the Committee shall be budgeted and paid by the Museum.

IX. The Establishment Guidelines shall be implemented upon approval, and the same shall apply to any amendments.

Chiayi Art Museum Artwork Acquisition Guidelines

Approved on December 28, 2021

1. Objectives of Acquisition: Chiayi Art Museum, with the aim of enriching its collection and establishing unique features, strives to promote the development of Taiwanese art from a local artistic perspective, therefore, these guidelines are established.
2. Scope of Acquisition:
 - (1) Artworks from the 1930s, when Chiayi was known as the “City of Paintings”.
 - (2) Artworks from different periods in the development of Chiayi’s art history.
 - (3) Artworks in which Chiayi is the subject of creation.
 - (4) Contemporary artworks by Chiayi artists with potential.
 - (5) Artworks related to art competitions related to Chiayi.
 - (6) Other artworks that represent the future direction of the featured collections.
 - (7) Artworks that conform to the Museum’s collection policy and the categories of artworks to be collected.
 - (8) Artworks that have artistic, cultural or historical value to the art scene of Chiayi City.
 - (9) Other artworks deemed to have collection value by the Museum’s Collection Review Committee.
3. Principles of Acquisition:
 - (1) The nature of the artwork must fit within the scope of the Museum’s collection and contribute to the enhancement of the value of the current or future collections, with priority given to artworks by Chiayi creators.
 - (2) The sources of acquisition should include the artist or artist’s relatives, collectors, galleries, etc., with the primary consideration being the collectible value of the artwork itself.
 - (3) The provenance shall be clear, ownership shall be defined, and the acquisition process shall comply with applicable laws and regulations. In cases involving environmental protection and cultural heritage laws, legal documentation must be obtained.
 - (4) The Museum must have full ownership and use rights, and there must be no special restrictions on the use or disposition of the artwork.
4. Categories of Collection:
 - (1) Visual arts within the Museum’s scope of acquisition, including ink paintings, Western paintings, sculpture, video, and mixed media works.
 - (2) For the purposes of research, exhibition, educational outreach, and enhancement, related artistic materials such as art books, exhibition brochures, artists’ manuscript archives, and

even tools used in creation may also be included in the collection as appropriate.

5. Methods of Implementation for Acquisitions:

- (1) Based on the Museum's collection policies, plans, and research, artworks of art recommended by the Museum's collection research specialists or the Collection Review Committee shall be submitted to the Collection Review Committee for review.
- (2) The committee members shall be appointed in accordance with the Chiayi Art Museum Collection Review Committee Establishment Guidelines, and a meeting of the Collection Review Committee shall be convened to review artworks proposed for acquisition and to establish reference prices for approved artworks.
- (3) The reference prices for acquisitions set by the Collection Review Committee shall be processed in accordance with the relevant government procurement regulations.
- (4) Once an artwork has been negotiated, it is acquired and undergoes the acceptance process before being added to the collection.

Chiayi Art Museum Artwork Donation Guidelines

Approved on December 28, 2021

1. Chiayi Art Museum (hereinafter referred to as “the Museum”) has established these guidelines to encourage donations of artworks from all sectors, and to collaborate with citizens in creating a knowledge production system for the history of Chiayi’s art.
2. Scope and Object of Donation:
 - (1) Artworks from the 1930s, when Chiayi was known as the “City of Paintings”.
 - (2) Artworks from different periods in the development of Chiayi’s art history.
 - (3) Artworks in which Chiayi is the subject of creation.
 - (4) Contemporary artworks by Chiayi artists with potential.
 - (5) Artworks related to art competitions related to Chiayi.
 - (6) Other artworks that represent the future direction of the featured collections.
 - (7) Artworks that conform to the Museum’s collection policy and the categories of artworks to be collected.
 - (8) Artworks that have artistic, cultural or historical value to the art scene of Chiayi City.
 - (9) Other artworks deemed to have collection value by the Museum’s Collection Review Committee.
3. Process of Donation: Prospective donors are requested to complete the “Donation Consent Form” of the Museum. After preliminary approval by the Museum, the submitted documents are reviewed by the Collection Review Committee, which is composed of experts appointed by the Museum. Only after the committee’s approval can the items be added to the collection.
4. Effectiveness of Donation: After the donor has completed the Donation Consent Form and the donated items have been approved by the Collection Review Committee, they will be added to the Museum’s collection and recorded as property. Once an item has been accepted into the Museum’s collection, the donor may not revoke or withdraw the donation. The donor’s identity will not be revealed without the donor’s consent. If the donation is not approved, the original item will be returned, and the donor may not refuse such return.
5. Valuation of Donation: Valuation is determined by the Museum’s Collections Review Committee. To assist the committee in its evaluation, donors are encouraged to provide proof of origin, original transaction records, and, if possible, the date of acquisition and the purchase price or the price of the artwork as determined by a reputable appraisal firm.
6. Museum’s Rights to Use Donated Items: Donors will be required to complete a Donation

Consent Form agreeing that both copyright and ownership of the donated artwork will be transferred to the Museum. The decision whether and how to display the artwork is at the sole discretion of the Museum. The donor may not impose any conditions on the donation; however, if there are special conditions, they may be processed with the approval of the head of this institution or the appropriate authority.

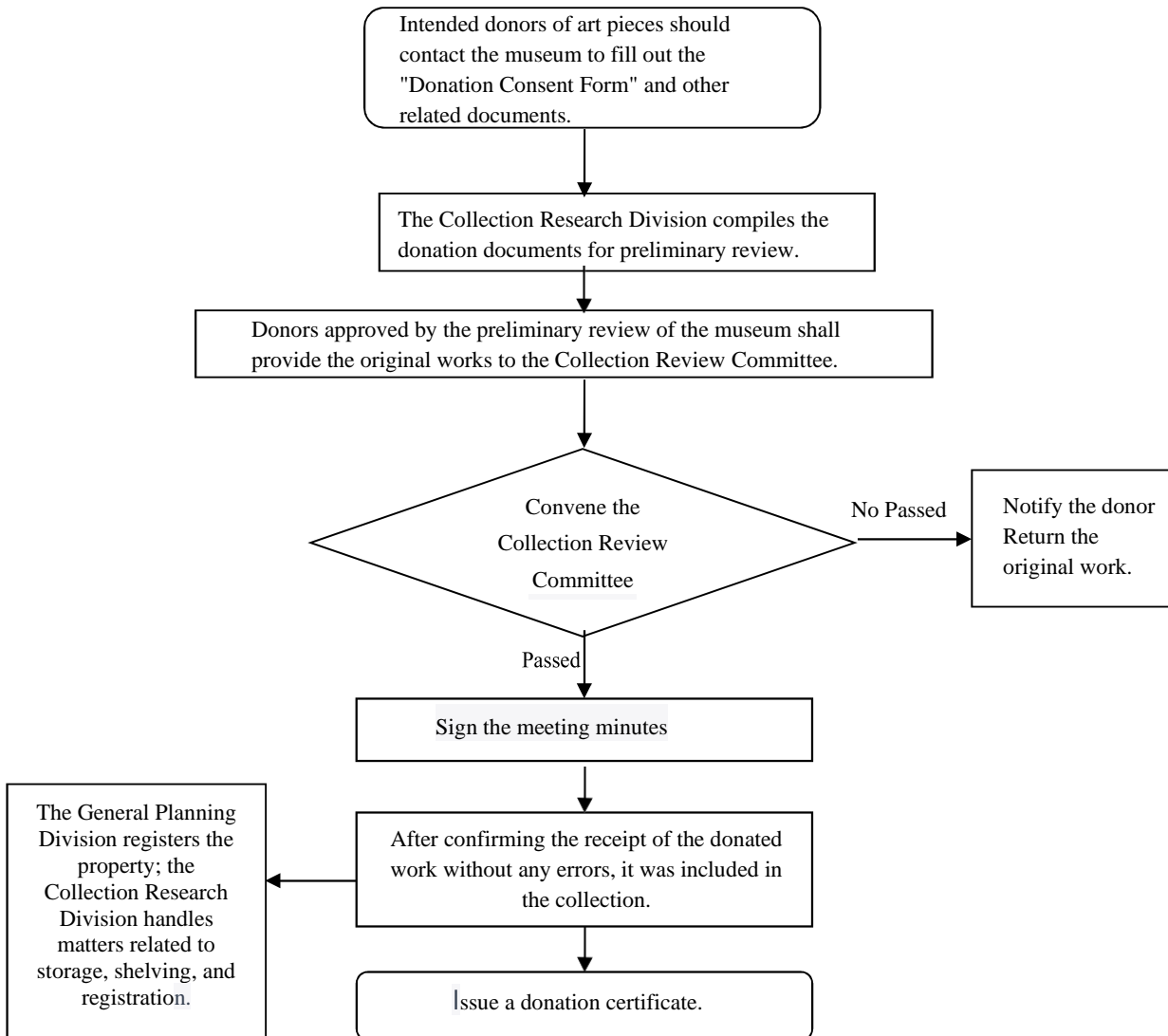
7. Donation Acknowledgment and Certification: After the donation of artwork has been approved by the Chiayi City Government and added to the Museum's collection, a Donation Certificate may be issued along with a Certificate of Collection, Letter of Appreciation, or Medal of Honor. For items not included in the collection, a Letter of Appreciation will be sent.

Chiayi Art Museum Donation Procedures Regulations

Approved on December 2021

1. For gratuitous donations from individuals, public and private corporations, and groups, the following requirements must be met, consistent with the scope and policies of the Museum's collection, including the preparation of an illustrated inventory of the donated works. The following documentation must be provided:
 - (1) Proof of provenance and ownership.
 - (2) Information on the original purchase price; if the original price is not available, the donor may provide evidence of the date and value of the purchase.
2. The donor shall sign a Donation Consent Form, and the donated items must be submitted to and approved by the Collection Review Committee before the donation can be accepted.
3. Donated items approved by the Collection Review Committee shall be registered as property in accordance with regulations and processed for inclusion in the collection.
4. Donors who require a donation receipt for tax purposes or as an annual expense item for items in the Museum's collection must obtain approval through a process in which more than two-thirds of the Collection Review Committee members are present, at least one-third of whom must be outside members. The donation must be approved by more than half of the members present. The Museum will then issue the required certificate after the minutes of the review meeting and relevant documents have been acknowledged and approved by the appropriate authority overseeing the Museum's affairs.
5. The Museum may issue a Certificate of Appreciation to individuals, public or private corporations, and groups for their donated works.

Chiayi Art Museum Artwork Donation Procedure Flowchart



Chiayi Art Museum Donation Consent Form

1. Admission Registration No:

2. Name of donor: _____

(1) Identity: Creator Family Collector Individual/Company/Agency

(2) Telephone/mobile: _____

(3) Address: _____

(4) Identity card number (passport number/tax number):

(5) E-mail:

3. Number of pieces to be delivered: _____, as shown in the donation list.

4. The copyrights and property rights of the submitted works:

(1) Extinct (if the author has been dead for more than fifty years).

(2) Donor-owned.

(3) The donor does not own it,

and its owner(s) (please make a table for details if it belongs to more than one person):

1. Name: _____

2. Telephone/mobile: _____

3. Address: _____

5. Donor Agreements and Declarations:

- (1) The donor agrees to donate the artwork to the Chiayi City Municipal Museum without any conditions.
- (2) The donor declares that all donated works are his or her own property, with clear sources and unambiguous ownership.
- (3) The donor affirms that he/she has full authority to dispose of the artworks.
- (4) Upon completion of the donation and acceptance into the Museum's collection, the copyright owner agrees to transfer all rights / grant a permanent non-exclusive license to the Chiayi City Municipal Museum.
- (5) The donor agrees to transport the artwork to the Museum for appraisal.
- (6) The donor agrees to submit the artwork for review by the Museum's Collection Review Panel, and if the review is successful and there is a related exhibition request, the Museum will cooperate in loaning the artwork.
- (7) In the event that the work does not pass the review, the donor agrees to provide the original review materials for archival purposes and will transport the artwork back.

Donation List

No.	Creator	Title	Quantity/Size (cm)	Creation Time	Material	Edition		Preservation Condition	Preservation Condition

(If the space on the form is insufficient, please copy and add additional pages as necessary.)

Donation-related materials or accessories: No items Yes Number of items: Content:

To: Chiayi Art Museum

Donor's signature:

Date of form completion:

Description of the Donated Artwork

Creator		Year of Birth	
Image of the Artwork	(For two or more items, please provide details in a table/list.)		
Resume			
Instructions for reviewing the work	<ol style="list-style-type: none"> 1. Please provide an explanation of the <u>creative concept</u> of the submitted artwork and its <u>representativeness</u> or <u>significance</u>. 2. Evidence that the work has been exhibited or received awards. 		
Personal Artwork Transaction Record	(Please provide the latest or past transaction record, which should include details such as the <u>transaction date</u> , <u>collector</u> , <u>medium</u> , <u>artwork title</u> , <u>year of creation</u> , <u>size</u> , <u>edition</u> , and <u>transaction price</u> , for example: Acquired by XX Gallery in 2000, oil painting "XXXXX", 1999, 162×130cm (100F), original, transaction price totaling NTD XXX).		
Note	For installation artworks, please include an <u>instruction manual for the artwork installation</u> .		

(If the space on the form is insufficient, please copy and add additional pages as necessary.)

Chiayi Art Museum

Tel: +886-5-2270016

No.101, Guangning St., West Dist., Chiayi City 60045, Taiwan (R.O.C.)

Donation Agreement

_____ (hereinafter referred to as the Party A) and the Chiayi Art Museum (hereinafter referred to as the Party B) agree to sign this contract based on mutual trust and benefit.

1. Party A agrees to donate _____ (number of pieces as per inventory) works by _____ (name of represented artist) to Party B without compensation and unconditionally, and agrees to license images for reproduction, enhancement, publication, public display, public broadcast, etc.
2. Party A guarantees that the donated works are truly Party A's property, with clear source and ownership rights, and that Party A has full authority to dispose of them, and that Party A has no rights such as pledges for anyone else, and does not infringe the rights of others. If Party A violates the above warranty responsibility and causes damage to the rights and interests of Party B, Party A shall be responsible for handling and assuming all legal responsibilities and damages.
3. Party A shall prepare a transfer subject list prior to the transfer between the two parties, which should include the number, name and image of the subject that will serve as the basis for the transfer.
4. After the works are donated to Party B, the organization, preservation and management of the physical entities of the donated items shall be handled by Party B in accordance with relevant operational procedures and regulations.
5. Party A agrees that Party B will engage in any planning and application, including exhibition, restoration, education, movement, renovation, loan and promotional marketing, based on professional autonomy.
6. Party A has the right to request the loaned works for exhibition or research purposes up to twice a year, with each loan exhibition limited to three months. Party A must make a formal written request for the loan. Party B shall agree to Party A's request for loan unless the subject's work is already included in the museum's exhibition schedule, is currently on display, is undergoing restoration or maintenance, or is not suitable for transportation or exhibition.
7. If there are any matters not covered by this Agreement or any changes, they must be negotiated and amended by both parties and reduced to writing and signed by both parties to be effective.
8. This Agreement is in duplicate, with Party A and Party B each having one copy.

Signatory for the Donation Agreement

Party A: Signature:

ID number:

Address:

Party B: Chiayi Art Museum

Representative: Signature:

Address: No.101, Guangning St., West Dist., Chiayi City 60045, Taiwan (R.O.C.)

Date: