

Art Acquisitions at the Woodstock Art Gallery

If you are interested in donating to, bequeathing works to, or offering works for purchase by the Woodstock Art Gallery, please contact [Nell Wheal, Head of Collections](#), and provide the following information:

- Description of the work(s) with artist, date, dimensions, and medium if possible
- Images of the work(s)
- Provenance of the work(s) — when, how, and from whom you acquired these works
- Whether you are looking at a Charitable or Cultural Property donation
- Whether you are able to assist with associated costs (see below)

Collecting Priorities

When reviewing offered donations, the Collections Committee considers the Gallery's collecting priorities:

- Collect high quality works of art within a regional context and with relevance to the artistic history of the region.
- Collect contemporary and historic works of art by outstanding regional artists.
- Collect contemporary and historic works of art by Canadian artists of national stature.
- Collect art and artefacts relating to Woodstock artist Florence Carlyle.
- Collect prints by outstanding regional, national and international artists.

Additional Guidelines

The Collections Committee also considers the following when making recommendations and determinations:

- Aesthetic quality and importance
- Relevance to the collection(s)
- Condition (cost of restoration)
- Price (costs of restoration and conservation are considered in addition to the purchase price of any work of art)
- Legal title
- Attribution (provenance and dating shall be researched and verified before approval at any level)
- Exhibition right and copyright ownership must be accessible and obtainable
- The Gallery shall not accept works of art that have conditions attached (with the exception of requested credit lines)

Acquisition Process

The Gallery's Director/Curator and Head of Collections review information about possible acquisitions. For works that meet acquisition priorities, Gallery staff will compile a formal justification for the acquisition including a biography of the artist, how the work connects to the existing WAG collection, regional significance, a condition report and a collections/storage requirement report. Copyright, exhibition right and other associated rights and fees will be explored to determine the eventual costs to the Gallery. If the Director/Curator determines the Gallery's budget can accommodate the costs associated with the acquisition, arrangements are made to bring the work to the Gallery for formal presentation to the Collections Committee and final condition checks.

The Collections Committee (made up of members of the Board of Directors, regional arts professionals, artists, and knowledgeable volunteers from the region) formally review all works that are recommended. This committee makes the formal decision to acquire (or not) the offered works, and meets at least four times year. Any works that are brought to the Gallery but then turned down for acquisition will be returned to the owner.

For works that have been accepted, donors will be asked to sign a Deed of Gift form transferring ownership of the work of art to the Woodstock Art Gallery. Works are then appraised and applications are made to the Canadian Cultural Property Export Review Board (CCPERB) for those works that meet the necessary criteria. If a donor has owned the work of art for less than three years, the City of Woodstock will issue a Charitable Tax Receipt for the amount paid by the donor or the fair market value of the work of art, whichever is less. If the donor has owned a work of art for more than three years, the City of Woodstock will issue a Charitable Tax Receipt for the fair market value of the work. The entire process will take several months.

Associated Costs

There are many costs associated with a donation. These costs can include shipping, appraisals, conservation treatments, and exhibition fees in the short-term, and insurance and storage costs in the long-term. In many cases, a donation can cost as much, if not more, than a purchase.

Because of this, the Woodstock Art Gallery asks all potential donors to cover associated costs such as shipping and appraisals incurred by Gallery. If a work is not accepted, WAG asks owners to pay any shipping costs to return art work(s). Charitable tax receipts will be issued for any donations made to offset the cost incurred by the Gallery in association with your gift.

More Information

- [Canadian Cultural Property](#)
 - Certifying a work of art as Canadian Cultural Property is an involved process. Only works of art that have been owned by a donor for more than three years, have a fair market value at least \$5,000 and can be determined to have outstanding significance meet the criteria necessary to apply for certification. While all effort is made by the Gallery to ensure applications to the CCPERB are successful, the Gallery cannot guarantee the Board will certify the work. Once a work is certified by the CCPERB, the City of Woodstock will issue a tax receipt for the fair market value as determined by the Board.
- [Copyright and Exhibition Rights](#)