

SELECT FROM THE ARTS COUNCIL COLLECTION

Select is an innovative programme that invites galleries and museums to select exhibitions and displays drawn exclusively from the Arts Council Collection. With a flexible approach to collaboration, *Select* offers a series of options for partnership with the curatorial and technical teams at the Arts Council Collection. Advice and support, along with practical assistance, is made available from the Arts Council Collection as required. *Select* enables venues to make use of the largest national loan collection of modern and contemporary British art whilst drawing upon the level of guidance they feel appropriate. *Select* is part of the Arts Council Collection's continuing commitment to providing access to one of the UK's foremost national collections. As part of the *Select* programme Arts Council Collection have worked with galleries across the UK including the Attenborough Arts Centre, Leicester, Ferens Art Gallery, Hull, Quad in Derby and Norwich Castle Museum and Art Gallery.

HOW TO SELECT

Venues wishing to participate in *Select* can find out more about the Arts Council Collection's holdings by visiting our website www.artscouncilcollection.org.uk or through a selection of Arts Council Collection catalogues which can be made available on request. Recent acquisition brochures can be downloaded from the Arts Council Collection website. Venues wishing to participate in *Select* must submit a proposal to the Arts Council Collection nine months in advance, and a final selection of works must be agreed six months prior to the exhibition. It is permissible for the venue to include works from their own collections and/or include external loans as long as 60% of the works in the show are from Arts Council Collection. Proposals must be submitted using the form available from the *Select* page of the Arts Council Collection website, or by contacting one of the Collection team. Please complete the form and return it to the Loans Coordinator, Arts Council Collection, Southbank Centre, Belvedere Road, London SE1 8XX (loans@southbankcentre.co.uk).

HIRE FEE

There is a fee for *Select* to cover administration and preparation costs. The scale of fees is based on the value, number and type of works selected.

The fee includes:

- any necessary framing and conservation costs
- packing and casing costs
- an Arts Council Collection curator and/or technician to be present during installation and deinstallation where required
- the use of up to 6 Arts Council Collection images of work for press/marketing purposes

The fee does not cover the following:

- transport of artworks to and from borrowing venue and Arts Council Collection stores
- provision or fabrication of any plinths/perspex covers
- artist travel, accommodation or associated expenses should an artist need to present during installation
- AV equipment or the production of exhibition copies of AV material

- the cost of any specialist advice required for the safe installation and display of art work borrowed from the Collection

Venues are welcome to seek sponsorship to cover these costs. For further information on *Select* fees, please get in touch with your lead Arts Council Collection contact.

SECURITY

Venues must be able to guarantee the required standards of security and environmental conditions commensurate to the works included in the *Select* exhibition. Each venue is required to supply a current facilities report as well receive a visit by a member of the Arts Council Collection team. Venues will be required to provide either conservators or trained staff to complete condition reports in addition to experienced technical staff for handling works of art. Further details of security requirements will be supplied once the works have been selected and approved for loan. Our full conditions of loan can be found on our [website](#).

TRANSPORT

Venues are responsible for the insurance and two-way transport of works, which must be carried out by a certified fine art transport company and approved in advance by the Arts Council Collection.

HEALTH AND SAFETY

It is the responsibility of the borrower to ensure all health and safety requirements pertaining to Arts Council Collection= works are met throughout the exhibition and installation/deinstallation processes, undertaking their own paperwork. The Arts Council Collection team will be able to provide installation advice where available.

CREDITING

The title of the *Select* exhibition must be agreed with the Arts Council Collection. All promotional material generated by the venue must include the following credit:

Select: An exhibition selected from the Arts Council Collection.

The following sentence should be included at the bottom of any print or vinyl associated with the exhibition: *Arts Council Collection is managed by Southbank Centre London on behalf of Arts Council England.*

Print material proofs must be approved in advance with the Arts Council Collection no later than two weeks before going to print. Proofs should be emailed to the Arts Council Collection Marketing Officer (acc@southbankcentre.co.uk) This includes any posters, press and private view cards, press releases, publications, educational materials (covers, preliminary and colophon pages only) whether digital or printed. Six images may be obtained free of charge and additional images will be charged at a special rate. For additional images for publication purchases please contact the Acquisitions Coordinator. All copyright of images must be cleared with the artist; please note that the Arts Council Collection does not hold copyright.

Where possible the Arts Council Collection will assist with providing the necessary contact details for copyright clearance. Venues should send ten private view cards for internal distribution to the Arts Council Collection, along with one copy of any press coverage and publicity material at the end of the exhibition. The Arts Council Collection will send a list of artists' addresses to venues for private view invitations.

All individual labels should be credited as follows: Arts Council Collection, Southbank Centre, London. The Arts Council Collection will provide details of any additional credits.

Full guidelines regarding Arts Council Collection branding, logo and image usage will be provided by the Marketing Officer.

INTERPRETATION

The Arts Council Collection will send interpretation texts and general information about the works and artists if available. Venues are welcome to generate their own interpretation material, but **must** send it to the Arts Council Collection for prior guidance and approval. All labels for works of art should be standardised. At least two copies of any printed publication must be sent to the Arts Council Collection.

MERCHANDISE

Some publications are available and may be purchased from Alex Glen, Publication Sales Manager: alex.glen@southbankcentre.co.uk.

Permission to produce merchandise independently must be sought from the Director of the Arts Council Collection, Deborah Smith.

INFORMATION FOR GALLERIES

Venues wishing to find out more about the **Select** programme should contact the following curators at the Arts Council Collection:

Deborah Smith, Director, Arts Council Collection: deborah.smith@southbankcentre.co.uk
Beth Hughes, Collection Curator: beth.hughes@southbankcentre.co.uk