

Collection Policy

The handling of collections and historical artefacts at TU Dresden is governed by the Office for Academic Heritage, Scientific and Art Collection´s official notification 01/04:

Preservation of the Scientific and Technical Collections, the Art Collections and the Cultural Monuments of TU Dresden

The use of the cultural monuments for scientific, educational or cultural purposes as well as their presentation at the university and at exhibitions is of public interest and in general must be guaranteed once all the necessary preconditions are met.

The scientific and technical collections, movable and immovable cultural monuments as well as art collections are the property of the university pursuant to the resolution made in accordance with §11 (4) of the Saxon Higher Education Freedom Act (SächsHSFG). Located in facilities and open spaces belonging to the university, the cultural artefacts from the university's museum inventory are preserved by responsible structural units (Keepers). These cultural artefacts carry great material and historical value, and they are significant for research and education as well as for exhibition purposes, meaning that they require special care and protection.

I. Responsibilities of TU Dresden's structural units for the protection, preservation, care and use of the art collections, cultural monuments and the individual objects

(1) If the university staff responsible for disposing of movable items suspect that certain objects are of monumental value or suited to be included in the inventory of historic objects, they are requested to inform the Office for Academic Heritage, Scientific and Art Collections without delay.

(2) The heads of the structural units (Keepers) are directly responsible for the safekeeping of the collections as well as the individual historical objects. They engage collection administrators to assist with collection, verification and inventory. The collection administrators are granted clearly defined decision-making authority and must be made known to the Director of the Office for Academic Heritage, Scientific and Art Collections.

(3) The collection administrators and Keepers of historical and cultural artefacts are responsible for the recording, cataloguing, processing, preservation and presentation of said artefacts. They ensure safe storage of the objects and ensure that they are sufficiently protected from loss, improper use or damage. In consultation with the Office for Academic Heritage, Scientific and Art Collections, they are also charged with the necessary expansion and enhancement of the existing cultural monuments and historical artefacts.

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Filiale Dresden

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über Rampe

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und Kultur

(4) In consultation with the Office for Academic Heritage, Scientific and Art Collections, Keepers (heads of the responsible structural unit) determine whether a collection will be exhibited publicly or whether access to it is restricted. In the latter case, steps must be taken to ensure that for any external persons only supervised access is granted. The responsible collection administrator is authorized to make exceptions to this rule. The Director of the Office for Academic Heritage shall be granted access to the collections and cultural monuments at all times.

(5) Any loss of or damage to the collections and historic items must be reported to the Office for Academic Heritage, Scientific and Art Collections without delay. Removal of said items without prior authorization is prohibited. Keepers may personally make smaller repairs in line with their expertise in consultation with the Office for Academic Heritage. The structural units are responsible for the ongoing preservation and care of the collections within the scope of the funding available to them. Exceptional conservation and restoration measures as well as plans for exhibitions and measures for safeguarding the collections must be approved by the Office for Academic Heritage.

(6) The collection administrators and the Keepers must conduct a regular inventory audit every 3 years on the basis of the inventory lists and submit a final report with the audit result to the Office for Academic Heritage. In consultation with the Office, they must then take the necessary steps for expanding the existing cultural monuments and historical artefacts. Any changes to the inventory lists must be transferred to the Keeper's records as well as the records of the Office for Academic Heritage, Scientific and Art Collections.

(7) Keepers are entitled to publish material pertaining to the objects in their care as well as promote and carry out public relations work. In the case of media contact, please inform the TU Dresden Press Office. Moreover, publications on the collection items and cultural monuments of the university are subject to approval. The Keepers may grant publishing rights for non-commercial and academic use. Written, visual and oral representation for commercial use requires the permission of the Director of the Office for Academic Heritage, Scientific and Art Collections. For the provision of historical photographs and photographic reproductions, please refer to the recommendations of the Sächsisches Staatsministerium für Wissenschaft und Kunst.

II. Responsibilities of the Office for Academic Heritage, Scientific and Art Collections

- (1) The Office for Academic Heritage, Scientific and Art Collections is responsible for supervising and managing of the entire collection, coordinating measures for the proper and safe storage of cultural assets, and assisting collection administrators. The Office for Academic Heritage regulates acquisitions and removals from the collection on the basis of appraisal criteria for the classification of items as museum objects and works of art. To this end, the Office for Academic Heritage regularly creates and renews the entire object inventory with the assistance of the Keepers. The inventory is stored in a database system and is also available in the form of index cards. The Office for Academic Heritage manages the general overview of existing collections and individual objects, their locations, institutional affiliation, and oversees the responsible collection administrators.
- (2) The Office for Academic Heritage offers assistance in the registering, cataloguing, logging and borrowing of collection items. They also carry out inventory audits as required.

- (3) The Office for Academic Heritage acts as the authorization body for location changes of collections, individual items and works of art within the university and on museum loan. They also manage exchange and exhibition activity domestically and internationally.
- (4) The Director of the Office for Academic Heritage must organize update meetings and training sessions for the collection administrators on a regular basis. These events are of an advisory nature only. However, in the case of imminent risk to collection preservation, the Office for Academic Heritage will exercise the right to issue directives to collection administrators and organizations in possession of collection items.

III. Borrowing Collection Objects

- (1) There are simplified rules for borrowing works of art within TU Dresden. TUD staff and structural units can borrow pictures for the decoration of university rooms, subject to approval by the supervisor. The borrowing/returning of items is documented by a form (Appendix 1), confirmed by signature and recorded in a database.

To access the German-language template for loans and return of movable artefacts within TUD (German: *Formblatt für Ausleihe/Rückgabe von beweglichem Kunstbesitz innerhalb der TUD*) visit the TUD website and search for: "FORMULARE MIT PC-BEARBEITUNGSMÖGLICHKEIT"

- (2) The Cultural Property Loan Contract regulates the loan of collections and individual items to bodies outside the TU Dresden either for a limited period or as a permanent loan. The borrowing party, the Head of the Office for Academic Heritage and the Keeper must sign the loan contract. The borrowing party must organize the necessary insurance policies before signing. Permanent loan contracts can be concluded for up to five years. Extension by another five years is possible after inspection performed by the borrowing party.
- (3) All borrowing parties are contractually bound to handle borrowed items with care and are liable for their safety. The Office for Cultural Heritage may check the spatial and climatic conditions at the installation space of the items on loan.