Chiayi Art Museum Collection Regulations

Approved on December 28, 2021

Revised at the Museum Affairs Meeting on May 5, 2025

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. Scope and Criteria of Donation:
   (1) Artworks from various periods that reflect the development of Chiayi's art history, with priority given to those that demonstrate the trajectory of such development.
   (2) Artworks with artistic, cultural, or historical value related to Taiwan and local traditions.
   (3) Promising contemporary artworks associated with Chiayi.
   (4) Artworks that align with the Museum's collection policy or are deemed to have collection value by the Museum's Collection Review Committee.

3. Individuals who intend to donate artworks may notify the Museum to initiate an evaluation process, which shall be conducted in accordance with the Museum's standard operating procedures for the acceptance of donated artworks.

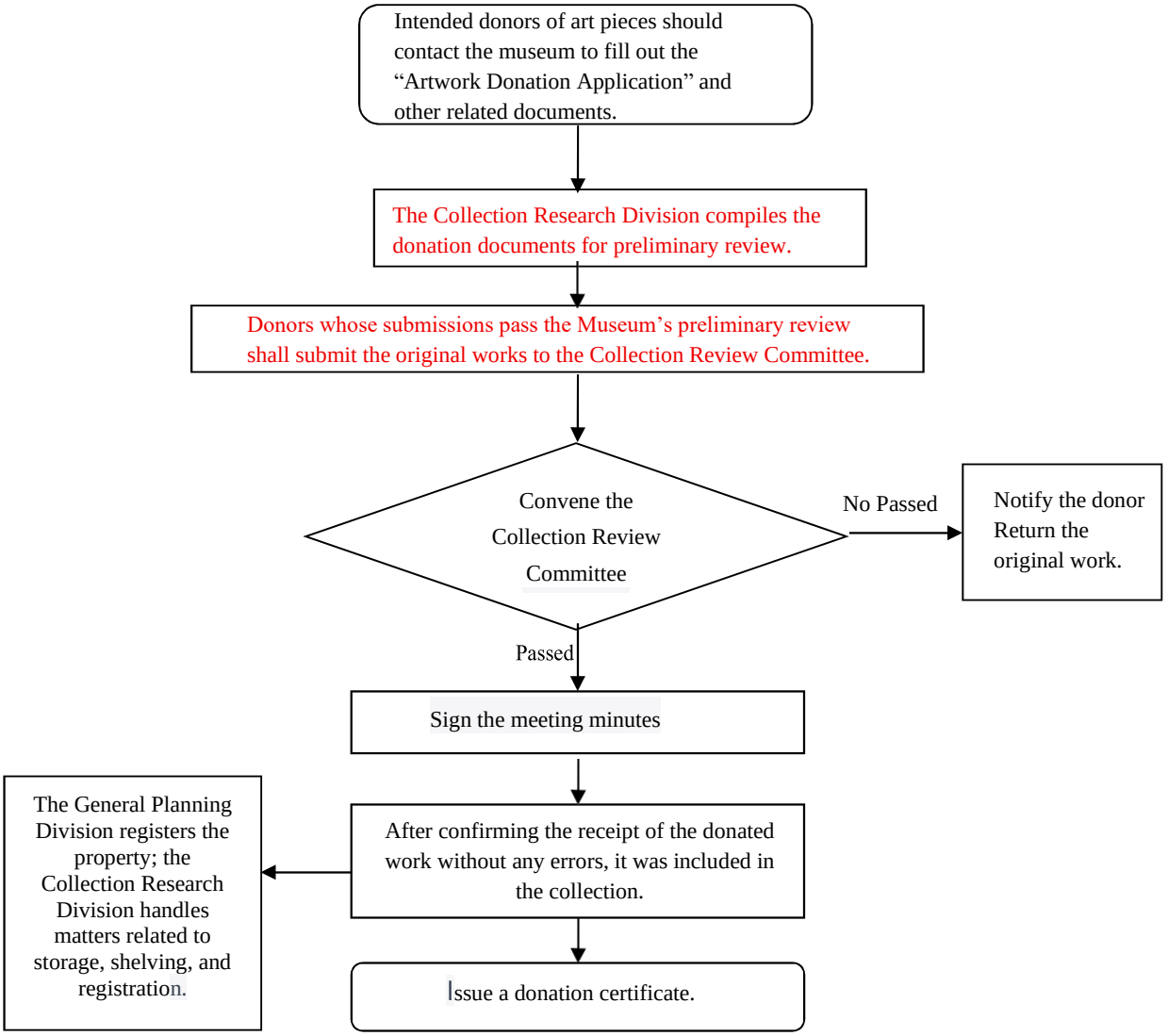
4. Donation Procedure:
   (1) Donors are required to complete and sign an Artwork Donation Application.
   (2) Donated artworks shall be reviewed and approved by the Museum's Collection Review Committee, composed of appointed experts and scholars. Only those approved may be formally included in the collection. Upon approval, the Museum will carry out the necessary procedures for property registration and accession in accordance with relevant regulations.

5. The price of collected artworks is determined by the Collection Review Committee.

6. 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.

Appendix I

Chiayi Art Museum Artwork Donation Procedure Flowchart



Appendix II

Chiayi Art Museum Artwork Donation Application

1. Admission Registration No: (Revised on May 5, 2025)

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. If the donor holds the copyright (economic rights) to the donated artwork:

☐ Transfer all rights to the Museum

☐ Other: _____

6. Attribution method when the Museum publicly uses the donated artwork:

☐ Anonymous

☐ To be credited as a donation by the donor (Name to appear as: _____)

7. Donor Agreements and Declarations:

(1) The donor agrees to donate the artwork to the Chiayi Art Museum without any conditions.

(2) The donor guarantees that the donated artwork does not infringe upon the rights or copyrights of any third party, including but not limited to issues regarding provenance and ownership. Should any legal disputes arise, the donor shall be held fully responsible.

(3) The donor agrees to grant the Museum full professional autonomy in the planning and use of the donated work, including but not limited to exhibition, restoration, education, relocation, placement, loan, promotion, marketing, and merchandise development.

(4) Once the donation is reviewed and approved for inclusion in the Museum's collection, the donation shall be final and irrevocable. The donor and any legal heirs shall not withdraw, revoke, or request the return of the donation. If the donation is not approved, the review materials will be retained for archival purposes, and the original artwork will be returned to the donor.

Donation List

No.	Creator	Title	Quantity/Size (cm)	Year of Creation	Material	Edition	Image of the Artwork	Preservation Condition	Estimated Price

(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	1. Please explain the **creative concept** of the submitted artwork and its **representativeness** or **significance**. 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 transaction date, collector, medium, artwork title, year of creation, size, edition, and transaction price, for example: Acquired by XX Gallery in 2000, oil painting "XXXXX", 1999, 162×130cm (100F), original, transaction price totaling NTD XXX).		
Proof of Origin / Original Transaction Certificate	(If the donor is not the original creator of the artwork, please provide proof of origin or documentation of the original transaction.)		
Note	For installation artworks, please include an instruction manual for the artwork installation.		

(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.)