

Our File/N/Réf. 03 05 99 0002
Your File/V/Réf.

DATE 30 August 1999

TO/DEST. Chair and Members of the Arts Committee

FROM/EXP. Manager, Arts Programs

SUBJECT/OBJET **REGIONAL ART COLLECTION INVENTORY**

Over the summer months our office completed a full inventory of the Region's Art Collection. This consisted of locating each artwork and updating inventory information.

Each work was checked to ensure it was properly installed, clean, unobstructed by other material, free of damage and located where it was supposed to be. The back of the artwork was checked to ensure that the title, date, artist, barcode and file number were provided. In addition, our staff updated contact information and also provided additional information to staff contacts.

Currently, progress is being made on locating two artworks and three maquettes which are missing or misplaced. Repairs are being made to two works. The other necessary repairs were made on site as staff did the inventory.

Although it was found that staff contacts are generally very helpful and enthusiastic about the collection, our staff visited locations where the works had been moved, removed, surrounded by clutter or in need of repair. Additional information has since been prepared to give to staff contacts and it is anticipated that this will help them to better carry out their roles.

The following data provides a full picture of our current inventory:

Direct Purchase Artworks	295	Special Purchases	1
Commissions	26	Loans	1
Maquettes	21	Portrait Commissions	3
Donations/gifts	2	Commemorative Plaques	1
Architectural Schematics	25	Artists Represented	145

Georgette Houle

cc: Mary Jo Woollam
Barry O'Gorman