

ERNEST G. WELCH SCHOOL OF ART & DESIGN

ART LOAN PROGRAM

BORROWER REQUEST & AGREEMENT

Agreement:

All loans are contingent on approval of the display site by program staff, satisfactory arrangements for insurance of the borrowed artwork, and payment of the processing fee.

Responsibilities of the Borrower:

It is the responsibility of the borrower to properly maintain the artwork. If there is any change to the artwork's location or condition, the borrower must notify the Art Loan staff immediately by sending an e-mail to artloan@gsu.edu.

If the art in your area needs to be moved for any reason, please send a completed Art Move Request form to artloan@gsu.edu, at least two weeks before the anticipated move. The Art Loan staff will arrange for art handlers to move the art.

If for any reason the loaned artwork needs to be returned, the borrower should contact staff at least two weeks before the return date to arrange for Art Loan staff to deinstall the work and terminate the loan agreement.

Offices requesting art must meet minimum requirements in terms of security and environmental factors.

How long can I borrow artwork?

Loans are granted for a term of one year and may be renewed. Unless notified, loans will roll over each year.

Where can artwork be displayed?

Artwork may be displayed in offices, shared workspaces and reception areas across the campus. Objects may not be displayed in dormitory rooms or residential buildings. Artwork cannot be placed near heating/cooling units, sinks, exposed piping or in direct

sunlight. Art Loan staff will consult with the borrower to determine if a display space is suitable for artwork.]

Who pays for the installation?

All costs associated with the framing, transportation and installation of artwork are borne by your unit/department.

Who pays the insurance?

As long as the art is transported and installed by handlers working approved by Art Loan staff, it is covered under the University insurance policy? Your unit must pay the insurance premium for works displayed in your office space.

What do I do if there is an emergency involving the art in my space, including a fire, a flood, theft, or vandalism?

Please email the Art Loan staff at artloan@gsu.edu immediately.

CAMPUS ART LOAN APPLICATION FORM

APPLICANT/BORROWER INFORMATION

Please fill out the following information as completely as possible.

GENERAL BORROWER INFORMATION:

Name:

Title:

Department:

Campus Address:

Phone Number:

Email:

Address and room number of building where artwork will be displayed:

Does your Department/Unit currently have artwork on loan from the Campus Art Loan Program? Yes/No

Is the space locked when not in use: Yes/No

Will the artwork be exposed to sunlight: Yes/No

Please describe the function of the room in which art will be installed:

Public space (i.e. lobby, atrium, reading room):

Hallway:

Outer office:

Private office:

Conference or meeting room:

Other (please specify):

Are food and drink served or consumed there? Yes/No

Please describe the security of the room in which art will be installed:

The room is:

Always unlocked:

Unlocked during the day only:

Locked at all times:

Other (please specify):

Who has access to the room?

General public:

Students:

Faculty and Staff only:

Is there a key card system in place? Yes/No

Are there security cameras? Yes/No

FEES:

The Campus Art Loan Program requires the borrower's department to pay the following fees: _____ [art handling, curatorial processing]. The department's Business Administrator will be invoiced for these fees.

Business Administrator's Name:

Business Administrator's Campus Address:

Business Administrator's Phone Number:

Email Address:

APPLICANT AGREEMENT:

By submitting this form you are confirming that:

a) The information I have provided is true and correct to the best of my knowledge

b) My department will pay for all costs associated with the Campus Art Loan Program including installation, deinstallation, transportation, framing, installation, etc.

c) My department will abide by the conditions outlined in the Loan Agreement that will be issued by the Art Loan Program

REQUEST ART WORK:

NAME OF ARTIST:

TITLE OF WORK (If series, give total number of pieces):

MEDIUM (Oil painting, sculpture, etc.):