**CAMPUS LOAN MEMORANDUM**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Museum”) loans artwork for exhibition purposes to select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ departments campus-wide. The artwork available for loan is part of the Museum’s collection and its preservation is an ongoing priority. The borrowing Department (“Department”) agrees to adhere to the following conditions and requirements. For further information, please contact the Museum’s \_\_\_\_\_\_\_\_\_\_\_\_.

**Conditions and Requirements:**

1. Loan Period. The Loan Period as specified below may be extended as agreed upon by the Department and the Museum.

2. Artwork. The Museum reserves the right to select appropriate artwork that is in stable condition for loan and determines installation locations in consultation with the Department. The artwork chosen for display within the Department is described in the attached Object List Appendix (individually and collectively, the “Artwork”). The Museum, upon coordination with the Department, may adjust or amend the Object List Appendix.

3. Handling and Care. Only Museum staff are authorized to transport the Artwork and install, de-install, and move the Artwork; the Department’s staff, any other university personnel, and visitors are not allowed to handle the Artwork.

4. Security. To protect and ensure the safety of the Artwork, the Department agrees that the exhibition areas where the artwork is on display will be monitored when the Department is open and secured when the exhibition areas are not occupied or closed.

5. Removal. The Museum maintains the right to remove the Artwork from display based on exhibition needs or concerns for the safety of the Artwork. If the Artwork needs to be temporarily removed or permanently removed, the Department agrees to contact the Museum’s registrar and schedule an appointment.

6. Photography. Only non-flash photography of the Artwork is allowed. Photography is permitted for private, non-commercial use only. For other photography requests and usage, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Notification. If an incident or emergency involving the Artwork occurs, the Department agrees to contact the Museum’s registrar immediately.

**Departmental Information**

Campus building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room(s) where artwork is displayed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department’s Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department’s Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Loan Information** (a list of the Artwork is described in the attached Object List Appendix)

Loan period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General description of Artwork: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Insurance value: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and understand the Campus Loan Memorandum and agree to comply with the conditions and requirements:**

Department’s Primary Contact Signature Date

Department’s Secondary Contact Signature Date

Museum staff title Date