

## Artwork Loan Agreement

Springfield Public Library  
225 5th Street, Suite 301  
Springfield, OR 97477

Name  
Date  
Address  
City  
State  
Zip  
Phone  
Email

The information provided above will remain private and will only be used by Library Staff to contact the donor about the artwork or loan process.

### Description of Artwork:

Content/Description  
Medium  
Dimensions  
Artist  
Care  
Installation

The Springfield Public Library will display the above described artwork from [DATE] to [DATE]. The Library will be in possession of the artwork beginning [DATE]. The donor agrees to retrieve the artwork no later than [DATE], at which point the Library assumes sole ownership of the work.(1)

By my signature below I accept the Springfield Public Library is not liable for damages to the artwork during its loan period at the Library and that I have read and acknowledged any attached information.

The artwork described above is accepted for temporary display in Springfield Public Library

Name  
Title  
Date

(1) The Library may choose to use, display, store, sell, discard, or destroy any work over which it has sole ownership.