

## Artwork Temporary Custody 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.

### Description of Artwork:

Content/Description  
Medium  
Dimensions  
Artist  
Care  
Installation

The artwork described above is left in the custody of the Springfield Public Library to be considered as:

[choose one]

- A donation
- A loan

If not accepted for donation or loan, the Springfield Public Library will contact the donor to retrieve the artwork. The donor agrees to retrieve the artwork within three weeks of notification, at which point the Library assumes sole ownership of the work. (1).

The artwork described above is received from

Name  
Date

By  
Name  
Date

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