

# Artwork Loan Agreement

(Art/Object Loan Agreement Form)

ID Number:

[affix barcode here]



## Item Loaned to:

Springfield Public Library

225 5th Street, Suite 301

Springfield, OR 97477

541-726-3766

Wheremindsgrow.org

## Lendee Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

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

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

**Artwork/Object Information**

Title/Name: \_\_\_\_\_

Artist: \_\_\_\_\_

Date of artwork: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Content/Description: \_\_\_\_\_

Special Care/  
Installation Notes: \_\_\_\_\_

Artist/Owner-  
Assigned Monetary  
Value: \_\_\_\_\_

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)

(Please select one option)

I do \_\_\_\_ I do not \_\_\_\_ have insurance on my artwork that covers it when it is on loan.

(Please select one option)

I allow \_\_\_\_ I do not allow \_\_\_\_ the Library to affix a temporary bar code sticker on the artwork as an additional security measure.

The Springfield Public Library will treat your artwork with care and it will only be displayed or stored in areas where food and drink are not allowed, out of reach of young visitors, and out of direct sunlight. The Library will photograph your artwork on receipt and otherwise document its condition. However, the Library provides no insurance coverage for items on loan.

The Lender agrees to assume all risk for damages or theft and will not hold the Library liable.

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

**Signatures upon Lending:**

Lender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name & Title: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatures upon Return:**

The above artwork/object was retrieved by the lender on and is no longer in the possession of Springfield Public Library.

Lender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name & Title: \_\_\_\_\_

Staff by Signature: \_\_\_\_\_ Date: \_\_\_\_\_