

**ART ON CAMPUS  
ANNUAL RENEWABLE LOAN AGREEMENT**

The conditions on this form apply to artwork under the care of the Art Museum and cannot be altered, changed, waived, or otherwise amended except as agreed in writing. This loan may be renewed or terminated subject to review prior to the loan end date. Please complete each field and return to Art Museum Collections Manager, Heather Pigat, at heather.pigat@utoronto.ca or fax to 416-971-2059.

Loan Start Date:

Loan End Date:

**BORROWING UNIT INFORMATION**

Department:

Phone:

Ext.:

Address:

Email:

Fax:

Department Contact:

Title/Position:

**DESCRIPTION**

Number of works(for more than 3 works please attach appendix list to the loan agreement):

Handling Requirements (For office use only):

Notes:

**SHIPPING**

Borrowing unit is responsible for all associated costs. All shipping and installation is to be coordinated by the Art Museum.

## **INSURANCE**

All Artwork is covered by the University of Toronto Fine Art Policy. Any damage or incident must be reported to the Collection Manager and the Director and or his/her representative.

## **PHOTOGRAPHY AND REPRODUCTION**

Under no circumstances is the Artwork loaned to be photographed, reproduced, or published for public or private use.

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The Art Museum agrees to loan the Artwork described. The Borrowing Unit representative acknowledges that s/he has full authority and power to make this agreement and both parties have read the conditions above and on the reverse of this form and is bound by them.

Art Museum Staff (Please print): Department/Title:

Art Museum Staff Signature: Date:

Borrower Name (Please print) Department/Title:

Borrower Signature: Date:

## **TERMS & CONDITIONS**

1. The Borrower has requested to loan the Artwork listed in this agreement.
2. The Borrower will exercise the same care to the Artwork described on the face of this Agreement similar to property of his/her own.
3. Artwork on loan shall remain on display for the time specified in the Loan Agreement.
4. Loans may be terminated or renewed as determined by the Collections Manager and are subject to review.
5. The Director and his/her representative reserve the right to terminate this loan at any time.
6. The Borrower agrees to cover all costs associated with shipping, installation, framing, and moving of Artwork.
7. Once installed Artwork must not be moved or altered in anyway.

8. Any and all requests to move Artwork must be first submitted in writing, approved by the Art Museum and carried out by the Art Museum appointed staff.

9. The Borrower agrees not to photograph or reproduce the Artwork in any way. Artworks on loan are not to be sold or used in any way besides that which is outlined in this agreement.

10. Damage, including vandalism and theft, must be promptly reported to the Art Museum, described in detail and followed up in writing as a notification of loss.

11. The Borrower will inform the Art Museum of any changes in details, including but not limited to the change of name or address of department and individuals bound to this agreement.

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The Art Museum hereby goes to loan the Artwork described. The Borrower acknowledges that s/he has full authority and power to make this loan, and both parties have read the conditions above and on the reverse of this form and is bound by them.

Art Museum Staff (Please print):

Department/Title:

Art Museum Staff Signature:

Date:

Borrower Name (Please print):

Department/Title:

Borrower Signature:

Date: