



Artwork Loan Agreement
(Art/Object Loan Agreement Form)

Lender Information:

First and Last Name: _____

Address: _____

Phone: _____

Email address: _____

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

Artwork/Object Information:

Title/Name: _____

Artist: _____

Date: _____

Medium: _____

Dimensions: _____

Content/Description: _____

Special Care/Notes: _____

Artist/Owner Assigned Monetary Value: _____

Agreements:

The _____ Branch of Timberland Regional Library will display the above-described artwork from _____ [date] to _____ [date].

The Library will be in possession of the artwork beginning _____ [date].

The lender agrees to retrieve the artwork no later than _____ [date].

Timberland Regional Library (TRL) provides no insurance coverage for items on loan. The Artist further understands and agrees that TRL's responsibilities are strictly limited to exercising reasonable care in hanging and removing the works of art submitted. The Artist expressly waives any claims for damages against Timberland Regional Library, its Board of Directors, employees, volunteers and agents for any damage, loss, or theft of the works of art submitted. The Artist further agrees to hold harmless and indemnify Timberland Regional Library, its Board of Directors, employees, volunteers, and agents from any claims for damages with respect to the works of art submitted.

Please select one option:

I do ____ OR I do not ____ have insurance on my artwork that covers it when it is on loan.

Please select one option:

I do ____ OR I do not ____ allow the Library to affix a temporary barcode sticker on the artwork as an additional security measure.

Signatures Upon Lending:

_____ Lender Signature	_____ Date Signed
_____ Staff Name	_____ Staff Title
_____ Staff Signature	_____ Date Signed

Signatures Upon Return:

The above artwork/object was retrieved by the lender and is no longer in the possession of
Timberland Regional Library.

_____ Lender Signature	_____ Date Signed
_____ Staff Name	_____ Staff Title
_____ Staff Signature	_____ Date Signed