

Conditions Governing Loan of Objects to
Book-A-Year Club Gallery

Objects loaned to Book-A-Year Club Gallery shall remain in the possession of the gallery for the time specified on page 2 of the gallery policy unless specific arrangements are made for the extension of the loan.

CARE AND PRESERVATION:

The Clara Fritzsche Library that houses the Book-A-Year Club Gallery will give objects left in its custody the same care provided to similar property of its own. Evidence of damage to objects at time of receipt or while in the gallery's custody will be reported immediately to the lender. The library/Book-A-Year Club Gallery will make no alterations, restoration or repair to objects. The lender certifies that the objects loaned are in good condition and will withstand ordinary strains of packing, installation and handling.

INSURANCE:

Unless otherwise instructed in writing, the Book-A-Year Club Gallery will insure objects loaned to it under the college insurance policy for the dollar amount specified on page 2 of the gallery policy, against all risks of physical loss or damage from any external cause while on location during the period of the loan. The exhibitor will be responsible for loss or damage during transit.

PUBLICITY AND PHOTOGRAPHY:

Unless the gallery is notified in writing to the contrary, it is understood that the objects on loan may be photographed and reproduced in publications related to the exhibit for publicity and educational purposes.

RETURN OF LOANS:

Upon expiration of the loan, the object(s) will be released to the lender by arrangement agreed upon by both the lender and the gallery.

The conditions of this loan as stated above and in the gallery policy are accepted:

Artist (Lender) or authorized agent: _____ Date _____

Please print name: _____

Clara Fritzsche Library gallery agent: _____ Date _____