

**Art Loan Agreement Between the
University of Wisconsin-La Crosse
and**

Entity/Individual Name

Description of Artwork

Title of Work _____

Title of Work _____

Artist's Name _____

Artist's Name _____

Material _____

Material _____

Dimensions (inches or centimeters):

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Height _____ Width _____ Depth _____

Value _____

Value _____

Additional works of art must be listed on Additional Artwork Form below.

If photographs are available, attach those photographs. These help for art placement and help ensure condition.

Insurance

See page 3 for insurance terms that UWL covers. Unless indicated, shipping is not covered by insurance. If artwork is valued at less than \$1,000, art is not covered. Upon being placed in the gallery, artwork will be included in the general liability insurance with the institution.

Artwork will be insured by: Lender/Owner

Shipping and Handling (S&H)

S&H to UW-La Crosse provided by: Lender/Owner UW-La Crosse

Professional Courier. See Courier Form below.

S&H from UW-La Crosse provided by: Lender/Owner UW-La Crosse

Professional Courier. See Courier Form below.

The Terms and Conditions of this Art Loan Agreement have been read by the parties, are understood, and are agreed to by the parties, as witnessed by the signatures below:

FOR THE LENDER/OWNER:

Signature

Name Printed or Typed

Date

Position

Street Address

City, State, Zip Code

- Home
- Cell
- Work

Preferred Telephone

- Home
- Cell
- Work

Other Telephone

- Home
- Cell
- Work

Other Telephone

E-Mail Address

**FOR THE UNIVERSITY OF
WISCONSIN-LA CROSSE:**

Robert J Hetzel
Vice Chancellor for Administration and Finance

Date

and/or

Mark Haakenson
Controller

Date

Office Use Only

Exhibition

From _____ To _____
Exhibition Dates

From _____ To _____
UW-L Possession Dates

Bldg _____ Room _____
UW-L Location

TERMS AND CONDITIONS OF LOAN AGREEMENT AND STATE OF WISCONSIN PROPERTY INSURANCE PROGRAM COVERAGES

Property coverage for art exhibits is provided through the Wisconsin Self Funded Property Program. Coverage exists for:

- Art which is not owned by the campus and is not permanently on campus, such as traveling exhibits.
- Art which is shipped from the campus while in transit.

In transit coverage applies only when artwork is packaged for shipment under the direction of University personnel trained in the proper techniques or when packed and shipped by a professional artworks courier.

NOTE: All losses are subject to a \$1000 deductible, payable by the department sponsoring the exhibit. A \$2,500 deductible applies for art which is stolen without evidence of forced entry or removal of the object (e.g., cut cables, broken locks or pry marks).

Proof of value in the case of a loss. Art exhibits which are non-owned and non-permanent are subject to the following valuation criteria:

- An appraisal is requested for any artwork which is valued greater than \$10,000.
- Professional artists and art collectors are expected to furnish proof of previous sales of similar works, or appraisals in order to document the value of a loss.
- Non-professional artists or art students will be asked to furnish receipts or evidence of previous sales, proof of the cost of time and materials, photographs of the artwork, appraisals of remaining works, etc., to substantiate the value of their artwork at the time of loss.
- Losses will be negotiated between the State, UW-System, campus risk management, and the non-professional artist or student.
- Upon receipt of exhibits, each item must be immediately examined for any possible damage that may have occurred during transit. Any damaged packaging must be kept and signs of poor packing must be documented to substantiate loss.

Art Loss Report Form. In the event of a loss, an Art Loss Report Form must be completed by the department sponsoring the exhibit and submitted with any claim to campus Risk. Additionally, University Police should be contacted to complete an incident report and substantiate forced entry or removal, as appropriate. The claim should include necessary valuation documentation specified in the section above concerning proof of value. The form is available at the UW-La Crosse Risk Management web site or by calling 785-8504.

Insurance coverage by Lender / Owner: If the lender / owner elects to maintain his / her own insurance during the period of the loan, UW-La Crosse shall be considered a second payer in the event of a loss. UW-La Crosse accepts no responsibility for any error or deficiency of information to the lender's insurers or for lapses in coverage.

Copyright: Unless the University is notified in writing within ten (10) days of the full execution of this agreement, it is understood that the lender/owner owns the copyright to the work of art including all rights of reproduction, and that any loaned objects may be photographed for reproduction in the exhibition catalogue and for publicity purposes connected with the exhibition; that slides may be made and retained on a permanent basis by the University for educational and instructional purposes and that the object, or photographs, or slides of it, may be used for non-commercial television and/or video programs prepared by the University.

**Art Loan Agreement
Additional Artwork Form**

Please complete this form if you are loaning three or more works of art to UW-La Crosse.

Title of Work _____

Artist's Name _____

Material _____

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Value _____

Title of Work _____

Artist's Name _____

Material _____

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Value _____

Title of Work _____

Artist's Name _____

Material _____

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Value _____

Title of Work _____

Artist's Name _____

Material _____

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Value _____

Title of Work _____

Artist's Name _____

Material _____

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Value _____

Title of Work _____

Artist's Name _____

Material _____

Dimensions (inches or centimeters):

Height _____ Width _____ Depth _____

Value _____

**Art Loan Agreement
Courier Form**

Please complete this form if you are utilizing a professional courier service for shipping and handling.

S&H to UW-La Crosse provided by:

Contact Name _____

Business Name _____

Contact Phone Number _____

Business Address _____

Form of Transport _____

S&H from UW-La Crosse provided by:

Courier Details from UW-La Crosse are the same as Courier Details to UW-La Crosse:

Contact Name _____

Business Name _____

Contact Phone Number _____

Business Address _____

Form of Transport _____