



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

for the purpose of:

Exhibit Name: _____

Exhibit Dates: From _____ To _____

UW-L Possession Dates: From _____ To _____

UW-L Location: Building: _____ Room: _____

Description of Artwork
(list additional works as an attachment)

Title of Work: _____

Title of Work: _____

Artist's Name: _____

Artist's Name: _____

Medium: _____

Medium: _____

Dimensions (inches or centimeters):

Dimensions (inches or centimeters):

Height: _____ Width: _____ Depth: _____

Height: _____ Width: _____ Depth: _____

Value: _____

Value: _____

Insurance

The insurance terms and conditions on page 3 will apply.

Artwork will be insured by: Lender / Owner UW-La Crosse

Shipping and Handling (S&H)

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

Professional Courier, Name _____

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

Professional Courier, Name _____

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:

FOR UNIVERSITY OF WISCONSIN-LA CROSSE:

Name

Robert J. Hetzel
Vice Chancellor for Administration and Finance

Date

Date

Position

and/or

Street Address

Sandra S. Chapman
Controller

City, State, Zip Code

Date

Telephone

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 permanently on campus.
- Art owned by the campus which is on exhibit off campus.
- 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.