

**William H. Hannon Library  
Department of Archives and Special Collections  
Loyola Marymount University**

**A&SC Gallery Exhibition Loan Agreement Form**

**Overview:**

Exhibitions designed for the Archives and Special Collections (A&SC) Gallery are scheduled and overseen by A&SC staff. This gallery space is designated for the display of rare, valuable, or unique materials which specifically require museum-level security and environmental conditions. Materials on display will consist primarily of A&SC collections items to promote the department's treasures; however collaborative projects combining special collections materials and those of external partners are welcomed with enthusiasm.

Exhibition schedules are planned months in advance. Please direct inquiries to the Head of Archives and Special Collections.

**Gallery Details:**

The gallery is located within the security envelope of A&SC. The room is monitored by surveillance camera and its alarm system is engaged during off- hours when the department is closed.

The gallery's display cases are museum-quality pieces created for LMU by Glasbau-Hahn. Specifications include thicker 10mm safety glass, fiber-optic lighting, and hidden locks. Shop drawings and photographs are available to exhibit partners.

Climate set points for the gallery space are: 70 degrees F (+/- 2 degrees) and 45% RH (+/-5%).

**Loan Agreement:**

Exhibit partners must complete and sign the department's loan agreement form before lending materials for gallery display. The loan agreement form will be signed by either the department head or the primary curator/professional staff member of the department. Itemization of loaned materials may be noted on the form or in a separate attachment. The department and exhibit partner(s) agree to the terms specified in the loan agreement form. A copy of the signed loan agreement form will be provided to all participating parties.

**EXHIBITION:**

(Specify title and inclusive dates of loan)

**LENDER:**

(State Name (institutional or personal), Address / primary contact person w/ full contact information)

Exact form of Lender's name for catalog, labels, and publicity:

**ITEM(s) TO BE LENT:**

Author/artist (with dates, if known);

Title or description (as appropriate);

Imprint and date(s) (as appropriate);

Lender's call number or accession number;

For art work, location of date on item (if any);

For art work, form and location of signature on item (if any);

Medium/material and support;

Specify how you wish to exhibit the item, such as the page opening for bound material.

Dimensions of item alone (height, width, depth, weight);

Dimensions of item with mat, frame, base or required cradle, if any (height, width, depth, weight);

\*Condition, noting existing breaks, tears, scratches, abrasions, paint losses, other insecurities or defects in the work (if necessary a separate sheet of paper can be attached to form).  
(\*Include weak or fragile aspects that require special attention or care)

### **SPECIAL INSTRUCTIONS:**

Date by which loans are to reach the borrower (borrower will be in contact with lender regarding shipping arrangements);

Other instructions for packing, transport, and installation.

### **INSURANCE**

Loyola Marymount University does not provide any insurance for materials on display.

Loyola Marymount University does not assume any responsibility for the loss, theft of or damage to any materials on exhibit.

### **PHOTOGRAPHS AND REPRODUCTIONS**

Unless permission is declined here, it is understood that this item may be photographed, digitized, videotaped, telecast, and reproduced for publicity purposes connected with this exhibition and for illustrations in a catalogue or other publication, printed or electronic, and that reproductions of it may be made and distributed for educational use;

May borrower reproduce item in a catalogue or brochure? (yes/no); a web site? (yes/no); for publicity? (yes/no); for educational purposes? (yes/no);

Which of the following are available from the lender: black and white photographs? (yes/no); color transparencies? (yes/no); digital file? (yes/no); slides, postcards, or other reproductions for public distribution? (yes/no);

Does lender hold exclusive copyright? (yes/no); if no, whom might borrower contact to acquire reproduction rights?

[This loan agreement form has been adapted from the template provided by the Rare Books & Manuscripts Section (RBMS) of the American Library Association:  
<http://www.ala.org/ala/mgrps/divs/acrl/standards/borrowguide.cfm> ]

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