

Liberty University Agreement to Accept Fine Arts on Loan and Insurance Request

I. REQUIRED INFORMATION

Purpose of loan: ☐ Public Display ☐ Private Viewing ☐ Other: _____

Responsible Dept. & person: _____

Title of work _____ Value: _____

(If more than one, attach list of artwork with Title and a dollar value amount for each item)

Dates to be on Loan to Liberty: _____ to _____

Name of lender: _____

Is lender also the owner? If not, state relationship to and name and contact info of actual owner:

Relationship: _____

Owner Name: _____ **Owners Address:** _____

City: _____ St: _____

Zip: _____ Phone Number: _____

Address of lender: _____

City: _____ St: _____

Zip: _____ Phone Number: _____ Fax: _____

Artist's name: _____ Date of work: _____

Dimensions: H: _____ W: _____ D: _____ Approximate weight: _____ lbs.

Photographs provided: ☐ Yes ☐ No Permission to reproduce photos: ☐ Yes ☐ No

Copyright Clearance Contact name: _____

Address: _____

City: _____ St: _____

Zip: _____ Phone Number: _____

Arrival date of shipment: _____

II. INSURANCE

Artwork to be insured by Liberty: [] Yes [] No. If yes, what is total value: \$ _____ .00 (If yes, and more than one item, attach schedule of items and include the insurance value for each item)

Name of LU staff person(s) doing condition check upon arrival and departure: _____
(Pictures should be taken of each item upon arrival and departure)

I have read the Loan Conditions in Section III and accept them. This loan agreement cannot be altered, changed, waived or otherwise affected except by written consent from the Liberty University.

Signed: _____ Date: _____ Lender or authorized agent

Signed: _____ Date: _____ Liberty University representative

Please email completed form to the Office of Risk Management – vojaynes@liberty.edu

III - LOAN CONDITIONS

1. Under the terms of this agreement, Liberty University will exercise the same care in respect to all loans as it does in the safekeeping of its own property.
 2. Objects lent to Liberty University for exhibition or extended loan shall remain in its possession for the time specified in the Loan Agreement. Loans will be returned only to the owner or lender, or to his or her authorized agent or representative.
 3. Objects lent to Liberty University will be insured by the University at the written valuation provided by the lender. However, the University and/or its insurer reserve the right to substantiate the value of any artwork that is damaged prior to settling a claim with the owner of the art. All objects lent will be insured under the University's fine arts all-risk, wall-to-wall coverage. This insurance contains the usual exclusions for loss or damage due to war, invasion, hostility or war-like action, insurrection or civil commotion, confiscation by public authority for risk of contraband or illegal transportation or trade, seizure or destruction under quarantine or customs regulations, pollutants, nuclear reaction, nuclear radiation, radioactive contamination, wear and tear, gradual deterioration, inherent vice, etc.
- The lender agrees that, in the event of damage, recovery shall be limited to such amounts, if any, as may be paid by the insurer, hereby releasing the Rector and Visitors of Liberty University, its officers, employees and agents from any liability for any and all claims arising out of such loss or damage.
4. If the lender elects to insure the objects on loan to Liberty University with his or her fine arts insurance, the University accepts no responsibility for damaged artwork, except in cases involving negligence by the University and its employees and agents.
 5. If legal ownership of the item(s) shall change during the period of the loan, whether by reason of death, sale, insolvency, gift or otherwise, the new owner may, prior to its return, be required to establish his or her legal right to receive the item(s) by proof satisfactory to Liberty University.

6. Attributions, dates and other information shown on the face of this loan agreement are as given by the lender. Any valuations shown are those stated by the Lender and are not to be considered as appraisals by Liberty University. The fact that an object has been in the University's custody shall not indicate any endorsement by Liberty University.

7. In the event that any item(s) is offered as a gift to Liberty University, it is understood that unless the University has been notified in writing to the contrary, the gift is outright and unconditional.

8. Liberty University accepts this loan with the understanding that the Lender has full authority to make the same. In receiving or surrendering imported objects, the University requires that the Lender comply with all governmental regulations. If the Lender has knowledge of special conditions governing the item(s), such as copyrights, lien, etc., he or she shall inform the University accordingly.