



**THE STUDENT CENTERS AND GALLERIES OF COLUMBIA COLLEGE CHICAGO**

**Loan Agreement Form**

**PLEASE COMPLETE, SIGN, DATE, AND RETURN ALL COPIES TO THE GLASS CURTAIN GALLERY.  
A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.**

LOAN PERIOD: \_\_\_\_\_  
PURPOSE OF LOAN: \_\_\_\_\_  
LENDER: \_\_\_\_\_  
CREDIT LINE: \_\_\_\_\_

**OBJECT**

ARTIST: \_\_\_\_\_  
TITLE(S): \_\_\_\_\_  
MEDIUM AND SUPPORT: \_\_\_\_\_  
DIMENSIONS (H X W X D): \_\_\_\_\_  
IS THE WORK FRAMED?       YES                       NO

**INSTALLATION**

MAY WE CHANGE HANGING DEVICES OR ADD SECURITY HARDWARE TO FRAME?       YES       NO  
IF NECESSARY, MAY WE RE-FRAME OR RE-MAT YOUR WORK?       YES       NO  
**THE WORK WILL BE RETURNED IN THE ORIGINAL FRAME OR MAT UNLESS OTHER ARRANGEMENTS ARE MADE IN WRITING WITH THE MUSEUM.**  
MAY WE SUBSTITUTE PLEXIGLASS FOR GLASS?       YES       NO

**INSURANCE VALUE:                      SEE LIST ATTACHED**

TO BE CARRIED BY GLASS CURTAIN GALLERY       \_\_\_\_\_  
TO BE CARRIED BY THE LENDER       \_\_\_\_\_  
INSURANCE WAIVED       \_\_\_\_\_

**REPRODUCTION**

UNLESS PERMISSION IS REFUSED IN WRITING, IT IS UNDERSTOOD THAT THE SIGNING OF THIS LOAN AGREEMENT INDICATES THAT THE MUSEUM IS AUTHORIZED TO PHOTOGRAPH AND/OR REPRODUCE IN ANY MEDIUM THE ABOVE OBJECT FOR CATALOGUE, EDUCATIONAL, PUBLICITY, AND COMMERCIAL PURPOSES.

**SHIPPING**

PICK-UP AND RETURN ADDRESS:  
ADDRESS: \_\_\_\_\_  
TELEPHONE: BUSINESS/HOME: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

# TERMS AND CONDITIONS GOVERNING LOANS

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## CARE, PRESERVATION, AND EXHIBITION

The Glass Curtain Gallery (Gallery) will exercise the same care with respect to loans as it does in the safekeeping of its own collection.

The Gallery assumes the right, unless specifically denied by the Lender, to examine and document the work by all modern scientific methods. It is understood that the Gallery will not clean, restore, conserve, or otherwise alter the work without consent of the Lender unless the immediate safety of the work is involved. In this case all efforts will be made to reach the Lender to obtain verbal consent. It is also understood that objects, which in the opinion of the Gallery are endangered because of infestation, may be fumigated at the discretion of the Gallery. Any emergency alterations will be thoroughly recorded and immediately forwarded to the Lender.

## INSURANCE

Unless the Lender expressly elects to maintain its own insurance, the Gallery will insure this loan under its all-risk, wall-to-wall Fine Arts Policy. The policy covers the work against all risks of physical loss or damage from any external cause while in transit and on location during the loan period for the amount indicated on the face of this loan agreement. If the Lender states no valuation, the Gallery will insure at its own estimated valuation which shall be used only for the purpose of insurance and is not to be considered an appraisal of the work. If the work shall have been industrially fabricated and can be replaced to the artist's specifications, the amount of such insurance shall be limited to the cost of such replacement. A certificate of insurance will be provided only upon request. If the valuation changes, it is the responsibility of the Lender to so notify the Gallery. The amount payable by insurance secured in accordance with this loan agreement is agreed to be the sole and exclusive remedy available to the Lender from the Gallery in the event of loss or damage to the loan.

The Fine Arts Policy referred to herein contains the usual and customary exclusions, including, but not limited to, loss or damage resulting from gradual and natural deterioration, wear and tear, moths, insects, vermin, inherent vice, restoration or retouching, war, hostilities, insurrection, confiscation by any government or public authority, risks of contraband or illegal transportation or trade, or radioactive contamination.

If the Lender elects to maintain his/her own insurance, the Gallery must be supplied with a certificate of insurance naming the Gallery of Contemporary Photography as additionally insured and waiving subrogation against the Gallery from any liability in connection with the loaned property. If the Lender fails to supply the Gallery with such a certificate, this loan agreement shall constitute a release of the Gallery and of each of the participating Galleries (if applicable) from any liability in connection with the loan and shall constitute a waiver of insurance with the Lender (see "insurance waived" on front). The Gallery shall not be responsible for any error or deficiency in information furnished to the Lender's insurers or for lapses in coverage.

## CONDITION, PACKING, AND TRANSPORTATION

The Lender certifies that the objects lent are in such condition as to withstand ordinary strains of packing, transportation, and handling. A written report of the condition of objects lent prior to shipment should be sent by the Lender to the Gallery Registrar. Otherwise, it will be assumed that objects are received in the same condition when leaving the Lender's possession. Condition records will be made at the Gallery on arrival and departure.

## LOAN RETURN

Unless the Gallery is notified in writing to the contrary, loans will be returned only to the Lender at the address stated on the face of this loan agreement. If the legal ownership of the work should change during the loan period, whether by reason of death, sale, insolvency, gift, or otherwise, the new owner will, prior to its return, be required to establish its legal right to receive or redirect the delivery of the work by proof satisfactory to the Gallery. If the address of the new owner should be of greater distance than the locality from which the loan was borrowed, the new owner will be required to pay any difference in the charges for the delivery of this work.

[cspaces.colum.edu](http://cspaces.colum.edu)

1104 S. Wabash Ave  
Chicago, IL 60614  
312.344.6650

33 E. Congress Ave  
Chicago, IL 60614  
312.344.7188

623 S. Wabash Ave  
Chicago, IL 60614  
312.344.7188

1104 S. Wabash Ave  
Chicago, IL 60614  
312.344.6650

The Lender agrees that he/she will not withdraw the loan during the period of this loan agreement and confirms the Gallery's right to return the work after the close of the exhibition for which this loan agreement gives authority. When the loan is returned, the Gallery will send the Lender a receipt of delivery. Subject to the limitations contained in the loan agreement, the Gallery shall not be responsible for any damage or loss to the loan unless this receipt of delivery is returned to the Gallery after thirty (30) days of the loan period and the Lender has notified the Gallery within ninety (90) days of the alleged damage.

If the Gallery, after making all reasonable efforts and through no fault of its own, shall be unable to return the work following the termination of the loan period, then the Gallery shall have the absolute right to place the work in storage, to charge regular storage fees and the cost of insurance, and to have and enforce a lien for such fees and costs for the maximum period provided by Illinois law. If, after two years, the work shall not have been reclaimed, then, and in consideration for its maintenance and safeguarding during such period, the work shall be deemed an unrestricted gift to the Gallery and the Lender hereby authorizes the Gallery to so proceed in accordance therewith.

This loan agreement shall be deemed to have been made under, and shall be construed and interpreted in accordance with, the laws of the State of Illinois, without regard to otherwise applicable choice of law rules. Lender hereby submits to the jurisdiction of the state and federal courts located in Cook County, Illinois, and said courts shall have the exclusive jurisdiction to adjudicate the rights and obligations of the parties hereto arising out of or relating in any manner to this loan agreement, This loan agreement may not be amended or modified except by a writing signed by the party intended to be bound by such amendment or modification.

**I HAVE READ AND AGREE TO THE CONDITIONS ON BOTH SIDES OF THIS AGREEMENT AND CERTIFY THAT I HAVE FULL AUTHORITY TO ENTER INTO THIS AGREEMENT.**

**GLASS CURTAIN GALLERY**

**LENDER**

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_