



2025 Baxter Street • Athens, GA 30606 • 706-613-3650 • www.athenslibrary.org/athens

Exhibition Loan Agreement

I, the undersigned, hereby lend the following works of art or other material to Athens-Clarke County Library (ACCL), named below for exhibit purposes. In consideration of the privilege of exhibiting materials, I release the Library system from responsibility for loss, damage or destruction beyond normal insurance coverage while they are in the possession of the Library.

Lender

Name _____

Institution _____

Address _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____

Email Address _____

Exhibition Title Athens Photography Guild Member's Exhibition

Dates of Exhibition April 28 through June 23, 2024

Location in Library of Exhibition Quiet Gallery, 2nd Floor

Conditions for Incoming Loans

1. CARE & HANDLING

It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the lender. Evidence of damage to loan object(s) at the time of receipt or while in ACCL custody will be reported immediately to the lender. The lender certifies the condition of the loan object(s) as stated in this loan agreement is accurate and that the object(s) will withstand the ordinary strains of packing and transportation. Transporting, housing, displaying, maintaining and storing of exhibits are the responsibility of the exhibitors. No exhibit will be accepted which requires

special attention, handling and/or maintenance by Library staff, however, the Library reserves the right to re-arrange and to remove an exhibit if exhibition space is needed for a Library-related display.

2. COSTS

Unless specified in this contract, all costs of packing, transportation, couriers, insurance and other loan related expenses will be borne by the exhibitor.

3. DISPLAYED ARTWORK

ACCL will display loaned artwork in an optimal manner, with input from the lender, along with gallery labels indicating the name of the artist, the date, the medium, the size, and additional pertinent information. ACCL will do everything possible to include all artwork submitted by exhibitors, but in the event that not all pieces can be used, ACCL retains authority to make the final decision as to which pieces of artwork and how many piece will be included.

The lender will supply the following information, in this format, for all pieces of artwork to be exhibited at least one week before the beginning date of the exhibition:

Artist

Title, date

Medium

Size in inches (H x W x D)

Additional information (From the collection of, Part of a series, etc)

4. LOAN PERIOD

The artwork described in this loan agreement will be used solely for the purpose described herein, and shall be lent solely for the dates stated in this loan agreement. The artwork shall remain in the custody of ACCL for the duration of the loan period.

5. TRANSPORTATION/PACKING & SHIPPING

Packing, transportation of and handling expenses and risk of loss or damage incurred in the delivery of artworks from the exhibitor to ACCL, and their return to the exhibitor, shall be the responsibility of the exhibitor. If shipped, the artwork will be returned packed in the same or similar manner as received, and shall be packed by experienced personnel only.

6. PROMOTION

ACCL shall use its best efforts to promote exhibitions and artist talks/receptions to newsletter subscribers and local/regional media outlets, with suitable press releases and poster/flyer artwork. Any additional promotional material which mentions the exhibition or Quiet Gallery must be approved by ACCL before distribution.

7. REPRODUCTION & CREDIT

Any artwork used for the purpose of presentation, exhibition or publication shall be labeled and credited as listed in this loan agreement. ACCL may photograph the artwork for educational, catalog and publicity purposes. It is understood that ACCL does not restrict the use of cameras by the public in its exhibition areas.

8. SALES

Athens-Clarke County Library does not handle sales of artwork on display. If the artist wants to sell artwork on exhibit, the library will post the email address/phone number so that buyers can contact them directly, and

have a price list on hand at the Information Desk. Any sold artwork must remain on exhibit until the exhibition closes. ACCL does not charge a commission on gallery sales. **No objects may be removed until after the end date of the exhibition.**

9. INSURANCE

The loaned artwork will be insured for the amount specified herein under a blanket wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, hostile or war-like action, rebellion, etc.

The value as stated in this agreement is not to be considered an appraisal. Subrogation against ACCL is waived.

10. RETURN OF LOANS

Athens-Clarke County Library does not have storage space for artwork; all art must be retrieved by lender within 5 days following the end of the exhibition, or make special arrangements beforehand.

ACCL hereby acknowledges receipt of the artwork listed herein. The undersigned assumes full responsibility for the artwork subject to the conditions printed above until their return.

Loan of Artwork

Lender Signature _____ Date _____

ACCL Staff Signature _____ Date _____

Return of Artwork

Lender Signature _____ Date _____

ACCL Staff Signature _____ Date _____

Quiet Gallery Layout



