

COMMUNITY ARTS AGENCY

[ADDRESS]
[CITY, STATE ZIP]
[Tel Fax]

OUTGOING LOAN

Borrower: _____

Exhibition: _____

Exhibition Sites and Dates: _____

Objects requested (accession number, artist, title, medium, credit line): _____

The Borrower agrees to observe all conditions and obligations contained herein including the following conditions and obligations, which are not the Borrower’s stated practice:

All loans of works of art are subject to the Borrower’s signed agreement to the conditions and obligations listed in this document. After agreement is received from the Borrower, the Borrower will be notified whether or not the loan has been approved. (Such determination may take several months.) Any change in venue or additional venues for a loan will be subject to each new or additional Borrower’s agreeing to these conditions and obligations, and to loan approval by the Community Art Agency, hereafter “CAA.”

**SECURITY, STAFFING, AND ENVIRONMENTAL CONDITIONS
AT BORROWING INSTITUTIONS**

The Borrower will exercise the highest professional degree of care in the safeguarding of the CAA works on loan, including but not limited to the following:

Security

1. A sufficient number of guards for adequate security will be present in the building 24 hours per day, or an interior electronic sensing device will be functioning at all times when guards are not present during non-public hours. A guard will always be posted at each public entrance/exit to the building during public hours.
2. All exterior openings, including accessible windows, roof doors, and air ducts, will be secured by alarm at all times. Alarms will be monitored at a central control station within the CAA, at a local police department, or at a reputable alarm company 24 hours per day. There will be written alarm response procedures that employees are trained to follow, and a designated CAA official will be available at all times to respond to emergency situations.

3. Storage areas where CAA objects are located will be locked with alarms on windows, doors, and any other openings. Access to these storage areas will be restricted.
4. Exhibition galleries where CAA objects are located will be checked by security personnel on an established basis of frequency during hours of closing. Exterior checks of the building are desirable but not mandatory when a 24 hour guard is posted in the building. If a 24 hour guard is not posted in the building, local police or private security personnel will perform exterior checks of the premises on periodic basis during hours of closing. Access to the facility will be controlled during hours of closing.
5. Exhibition galleries where CAA objects are located will be under guard during exhibition installation and deinstallation, with access to the area limited to those staff immediately involved; and the area will be locked and secured when staff are not working.
6. All CAA objects on exhibition will be within continuous sight of a trained guard, employee, or volunteer at all times during public hours with at least one stationary guard or other trained security employee for every two galleries. However, if objects are framed by CAA under plexiglass and attached to the wall with security mounting, camera surveillance in the exhibition area is sufficient with prior CAA approval, but only when there is a satisfactory method of communication (alarm, radio, or telephone) from the camera monitoring station to the exhibition area to alert security personnel in that area during an emergency situation.
7. Records will be maintained on all movement of CAA loans, including internal relocations, and only the registrar's staff or a limited number of higher-level officials will sign for the removal of works of art.

Fire Control

1. Exhibition buildings will be equipped with early-warning smoke detection and fire alarm equipment connected to and monitored at an internal security monitoring system, a local fire department, or a reputable alarm company 24 hours per day. There will be written alarm response procedures and a designated official available at all times to respond to emergency situations.
2. No wet or dry pipe automatic water sprinkler systems will be present or used in exhibition, storage, or packing areas where CAA loans are located. If a pre-action sprinkler system is in use in these areas, CAA works will be glazed or placed in vitrines.
3. No water or CO₂ hand-extinguishers will be present or used in exhibition, storage, or packing areas where CAA loans are located. Only Halon or ABC dry chemical hand-extinguishers will be present and used in these areas. Staff will be trained in the proper use of hand-extinguishers.

Relative Humidity and Temperature Controls

1. There will be facilities for control of relative humidity and temperature in gallery, storage, and packing areas where CAA objects are located. Relative humidity will be maintained at 50%±5% with not more than 5% fluctuation within that range during a 24 hour period. Temperature will be maintained between 67°F and 77°F (19°C to 25°C).
2. There will be a system for monitoring and recording temperature and relative humidity; relative humidity will be monitored and documented using a psychrometer or a recording hygrothermograph, which will be calibrated monthly, or using an electronic system that monitors and records the temperature and relative humidity. Hygrothermograph and electronic charts will be checked on a daily basis.

Light Levels

1. Natural, quartz, tungsten-halogen, and fluorescent light will be filtered for ultraviolet radiation.
2. Works of art on paper will be stored and exhibited only in incandescent light or other light that has been filtered to remove at least 97% of the ultra-violet radiation.
3. Exhibition lights in galleries where CAA objects are located will be turned off when those galleries are closed to the public.
4. Light levels will be measured with a calibrated footcandle/lux meter and will not exceed the following levels.

Paintings 35 footcandles (377 lux)

Graphics

Watercolors, pastels, color or hand-colored prints, drawings, color photographs, platinum photographs, and other light-sensitive black and white photographs 5 footcandles (54 lux)

Black and white prints, archivally processed black and white Photographs 10 footcandles (108 lux)

Objects

Light-sensitive materials (ivory, textiles) 5 footcandles (54 lux)

Other materials 35 footcandles (377 lux)

Display Conditions

1. No CAA loan will be displayed in close proximity to sources of heat or cold air, or in cases or vitrines in which the internal temperature exceeds 77°F (25°C).
2. No food or beverages will be present in areas where CAA works of art are located, nor will smoking be permitted in those areas.
3. The CAA may require that its small objects and sculpture be secured by alarm, or exhibited in locked cases that are fitted with alarms; and that some type of security mounting be used in the installation of framed objects.

Staff

1. CAA loans will be handled by packers and staff specially trained to handle works of art. If the Borrower employs a commercial packing firm, that firm's employees will be supervised by the Borrower's trained curatorial, conservation, or registrarial staff.
2. The Borrower will employ, or have access to, a conservator (restaurateur) who is professionally trained to examine and restore works of art.

Shipping

1. All shipping arrangements will be made by the CAA Office of the Registrar in consultation with the Borrower. The CAA will pack the works for outgoing loan.

2. The Borrower will keep the CAA crates and packing materials for return shipment, and works will be repacked using the same protective methods and materials. Packing crates will be stored in appropriate environmental conditions to ensure that the crate interior is in equilibrium at 50%RH prior to repacking
3. Condition reports accompanying CAA loans will be annotated and signed upon receipt of loan and upon repacking for outgoing shipment by a qualified representative of the Borrower and by a CAA representative if one is present.
4. The CAA reserves the right to determine at any time prior to or during the loan period that courier accompaniment is required and to designate the courier.

Care and Handling

1. Objects lent by the CAA will remain in the condition in which they are received. The Borrower will exercise the highest professional degree of care in the handling of CAA works in its possession. CAA loans will not be unframed, unglazed, or removed from mats, mounts, vitrines, or bases without the prior written consent of the CAA. Unless it is necessary in an emergency situation to protect an object from further damage, loans will not be cleaned, repaired, retouched or altered in any way without the prior written consent of the CAA. Loans will not be subjected to technical or scientific examination of any type without the prior written consent of the CAA.
2. In the event of an emergency, the Borrower will take all steps prudent and necessary to halt or minimize damage to loans. The Borrower will immediately report any loss or damage to the CAA office of the Registrar by telephone and confirm in writing by telefax.

Photography and Reproductions

1. Photographic materials of CAA works on loan provided by the CAA may be used only for the exhibition catalogue and for educational, archival, and publicity purposes related to the exhibition unless the CAA has given specific written authorization for additional uses, including commercial uses.
2. CAA works on loan may be photographed individually by the Borrower as necessary for condition reports, and in general installation views by professional photographers authorized by the Borrower. Such general installation photography may be made in any medium and may be used only for educational, archival, and publicity purposes. Works will not be unframed, unglazed, unmatted or removed from mounts, vitrines, or pedestals for photography without the prior written consent of the CAA. Any such professional photography will be in accordance with the following guidelines:
 - a) All personnel authorized by the Borrower to photograph CAA works on loan will be accompanied and supervised by one or more members of the exhibiting institution's staff, who will halt proceedings at any time that they determine that the safety of CAA works on loan may be in jeopardy.
 - b) No photographers will handle CAA works on loan, including frames, mats, mounts, vitrines, and pedestals
 - c) No supplemental lights of any kind will be permitted for photographing objects (prints, drawings, books, photographs) and textiles
 - d) Supplemental lighting may be used for other CAA works on loan, but only if the following conditions are observed:

- 1) Lights will be at least ten feet from any CAA work
 - 2) Lights and light stands will be placed so that heat generated will not endanger any CAA work on loan and so that falling light stands cannot hit any such work
 - 3) Total wattage of all lights will not exceed 1200 watts
 - 4) Lights will not be left on unnecessarily and never for more than five minutes at a time without a cooling period. Lights will be turned off immediately if the temperature on the surface of a CAA work on loan increases appreciably or if the temperature in the room increases toward the limit of an additional 5°F (2°C).
3. Exhibition photography of CAA works on loan by the general public for their private, non-commercial use is permitted, provided that no flash units are used when photographing graphic objects (prints, drawings, books, photographs) and textiles.
 4. Except as authorized above, reproduction of CAA works is strictly prohibited in any form, product, or publication unless prior written permission for the specific use, whether for commercial distribution or otherwise, has been obtained from the CAA.

Catalogues

Two copies of any published exhibition catalogue or brochure will be sent to _____

Credit Line

Information about CAA loans used for the catalogue and for labels and publicity will conform to the catalogue data provided by the CAA, and will always include the official credit line provided the CAA.

Insurance

The CAA will insure (at the Borrower's expense) all outgoing loans under its regular policy, which waives subrogation by the insurance company against the borrowing and exhibiting institutions. The CAA will consider coverage under government indemnities, but such requests must be received well in advance of the opening date of the exhibition.

Loan Costs

The Borrower will be responsible for all costs associated with loans from the CAA including, but not limited to, packing, shipping, insurance, photography, courier accompaniment, and special crating or framing requirements. The CAA will invoice the Borrower for these costs and may require advance payment. The Borrower agrees to pay all such costs promptly on receipt of invoice. If an institution other than the Borrower is serving as Exhibition Organizer for a tour to several CAAs, the Exhibition Organizer will be billed for all costs. However, if the Exhibition Organizer fails to pay the CAA promptly on receipt of invoice, the Borrower will be held responsible for all costs associated with the loan to that particular CAA

Borrower Responsibility and Loan Agreement Forms

The Borrower agrees to the conditions of loan stated above.

In the case of any difference between this agreement and the Borrower's own loan agreement forms, which the CAA will complete upon request, the conditions in this document will control.

(Signatures continued on next page.)

(Name of Institution)

By:

Signature: _____

Name: _____

Title: _____

Date: _____

LOAN APPROVED:

COMMUNITY ART AGENCY.

Signature: _____

Name: _____

Title: _____

Date: _____