

CWAC Exhibitions Loan Agreement

I understand the objects I am lending are entering a teaching exhibitions program intended for student and instructor practice. CWAC Exhibitions will safely store and facilitate the display of the object(s) as best it can in the context of this teaching environment, but I understand that CWAC Exhibitions does not have museum quality storage, security, or HVAC systems. I acknowledge that CWAC Exhibitions does not offer insurance. [Last updated 8/21/2024.]

Object Care and Protection

1. Objects lent to CWAC Exhibitions (CWAC Exh) will be given special care and handling. However, CWAC Exh does not offer insurance, and there is risk for loss, damage, and/or deterioration.
2. The Cochrane-Woods Art Center (CWAC) is a standard office building that includes four classrooms, a lounge and kitchenette, faculty offices, and departmental offices. CWAC does not have museum quality displays, security, or HVAC systems. We cannot guarantee protection from extreme temperatures, humidity, or excessive light and sunlight, and from insects, dust and dirt, and other environmental considerations. There may be food and drink in exhibition spaces where objects are on display.
3. Objects will be displayed using the methods and materials approved by CWAC Exh and the Department of Art History's Building Manager. We invite lenders to review and consult on mounting, bracketing, hardware, exhibit case materials, locations, and other display elements for the objects before installation.
4. Objects will be unpacked, handled, installed, de-installed, and repacked by CWAC Exh staff and student employees and collaborating artists and curators. We invite lenders, makers, and curators to please share any specific handling concerns, storage, and installation instructions for the works they are lending. In consultation with lenders, makers, and curators, CWAC Exh may decide not to include a loaned item in an exhibition if it feels it cannot reasonably and responsibly meet the display requirements and special handling instructions for a specific work.
5. CWAC is typically open Mondays through Fridays 9am to 5pm and Wednesdays until 8pm, with exceptions made for specific evening and weekend events. All staff and faculty, as well as certain groups of students, have keycard access to the building after hours and during weekends. The building and exhibition display spaces are not regularly monitored or guarded. During the work week, the CWAC Exh team will conduct a brief, daily visual walk-through of the exhibition space, and any changes in status or condition of the objects will be promptly communicated to the curator, lender and/or maker, as appropriate.
6. Please note CWAC Exh does not install or publicize prices lists and does not include sales contact info on wall labels, website, ephemera, or other components. Artists and curators may liaise independently with potential buyers.

7. Objects must be picked up from CWAC Exh (CWAC 257) within two weeks of the exhibition closing. Unfortunately, the VRC does not have storage space, and after two weeks, works not picked (or arrangements made) will be recycled or disposed of.

Credit and Reproduction

8. CWAC Exhibitions will collaborate with the artist, curator, and lender as appropriate to develop how objects artist & artwork will be identified in the interpretation & didactic materials selected for the exhibition, potentially including wall labels, booklets, website, ephemera, LUNA archive, and more. If you are the lender of the work, CWAC Exh will collaborate with you and the curator to develop how the credit line will be identified.
9. CWAC Exh will take installation photographs of the works lent for the exhibition, and may use images of your work in promotional materials, such as websites, emails, social media posts, reports, and more,
10. CWAC Exhibitions will additionally save and make the installation photographs available for archival purposes via an installation archive called "[CWAC Exhibitions Archive](#)" in our LUNA digital collections platform, and identifying information for the artist, artwork, and/or lender may appear in the database. The CWAC Exhibitions Archive on LUNA is only available to CNetID users; artists, lenders, and other collaborators without CNetIDs may apply for temporary access to view the database.
11. At the conclusion of the exhibition, CWAC Exh will share a Box folder with you containing a full set of all installation photographs, as well as the files for labels and other designed elements for the exhibition.