

The Lilley

The Lilley Loan Art Program Borrowing Guidelines and Agreement

Overview

The John and Geraldine Lilley Museum of Art ("The Lilley") supports the educational mission of the University of Nevada, Reno and enhances the cultural life of the Nevada community by providing inclusive programming, diverse and stimulating exhibitions, and research and teaching opportunities in its transcultural collection. Artwork from The Lilley Permanent Collection is made available to Administration, Faculty, and Staff offices through The Lilley Loan Art Program. The intent of the loan program is to transform the University of Nevada, Reno campus into a museum itself.

Selection and Installation of Artwork

To borrow artwork from The Lilley Permanent Collection, you must first select the artwork you are interested in loaning from our website (<https://www.artworkarchive.com/profile/thelilley>). The selection of artwork available will vary throughout the year, as the collection is in a constant state of flux due to exhibitions and loans.

Once you make your selection from our online archive you can schedule an appointment with the museum Preparator Justin Manfredi (jmanfred@unr.edu) to visit our facility and see the artwork in person. After finalizing your selection, the Preparator will then reserve the piece(s) for you. If you would like assistance in selecting artwork for your particular environment, curatorial advice and recommendations can be provided for a one-time \$100 curatorial fee.

Once the Preparator has received a signed Borrowing Guidelines and Agreement from the Borrower, the Preparator will contact Borrower to arrange a time to install the artwork(s).

Safety of Artwork

When borrowing an artwork from The Lilley Permanent Collection, the Borrower and the Borrower's department chair or equivalent assume responsibility for its security and safe keeping. We cannot hang artwork near heating or air conditioning units, in cubicles, or in direct sunlight.

Paintings and unglazed artworks cannot be hung in corridors or within reach of curious hands. Security hardware may be used on small, portable objects. The Preparator will determine if the site conditions are acceptable.

Borrower will take reasonable steps to ensure the safety of the artwork while installed in their office, including, but not limited to: securing office; not

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leaning objects against or draping objects over artwork; not applying tape to the artwork or frame; keeping food and beverages away from artwork; taking care when moving furniture. Failure to take the proper steps to ensure the safety of the artwork could result in cancellation of the loan.

Changes to Condition

It is the responsibility of the Borrower to properly maintain the artwork. If there is any change to the artwork's condition, such as physical stress from sunlight or moisture, the Borrower must notify the Exhibition Coordinator immediately at kellykeefe@unr.edu or 775.784.6658.

Cleaning Protocol

Dust the frames of artworks with a dry cloth only. If the artwork has acrylic or glass protecting the art do not clean with spray or water, just a dry cloth. If you think that the work needs attention, please contact the Exhibition Coordinator at kellykeefe@unr.edu or 775.784.6658 to schedule a consultation. Fees and Expenses

A \$75 per-object annual fee will be charged to the departmental account provided by Borrower. Borrowers may wish to pay for this service out-of-pocket, however, all financial transactions shall be processed through a departmental account.

Please note: loan fees are non-refundable.

If the Borrower would like curatorial services, such as assistance in selecting artworks for a particular environment, curatorial advice, and recommendations can be provided for a one-time \$100 curatorial fee.

At the discretion of The Lilley, fees may be waived for artwork placed in sufficiently public spaces.

In the event that a Borrower requests an artwork that is too large to be moved and/or installed by the Preparator alone, an outside fine arts shipping company, selected by The Lilley, may be required. In such a case, the Borrower will be responsible for all costs associated with moving and installation of the artwork.

Some artwork in the Permanent Collection is unframed and is also available for loan if the Borrower's department is willing to pay for the framing costs—the Borrower may wish to pay for this expense out-of-pocket as well. The Lilley only uses archival materials in all framing, and all frames are made by the Preparator. Framing estimates will be provided before proceeding with any project. When a department or Borrower pays for the framing, loan fees are waived. However, even if a department or Borrower pays for the framing, the department and/or Borrower does not own the artwork or the frame or framing.

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A limited selection of small-scale sculptures is also available for loan. In addition to the standard loan fee, the Borrower may, at the discretion of The Lilley, also be required to absorb the cost of any security hardware, pedestals or vitrines required by The Lilley for safe display.

Loaned objects must be held and returned in the same condition in which they are received. The Borrower agrees to cover the cost of repairs should the work be damaged due to Borrower's negligence.

Insurance

The Nevada System of Higher Education ("NSHE") maintains fine arts insurance coverage up to \$500,000 per occurrence. There is excess insurance through the Midwestern Higher Education Compact (MHEC) Master Property Program. All claims will be evaluated for acceptance based on the MHEC policy terms and conditions. Exclusions to the insurance coverage include, but are not limited to, the following: mysterious disappearance, fraudulent or dishonest acts by employees, ordinary wear and tear, and normal settling and shrinkage.

The Borrower and their department must contact the HR Shared Services Office at (775) 784-4394 immediately in the event of any damage or loss to the artwork. Unless otherwise covered by NSHE's fine arts insurance, the Borrower is responsible for conservation, devaluation, or replacement value, if artwork is lost or damaged by theft, fire, negligence, or other casualty while in the custody of the Borrower. Should any incidence of damage or loss occur to the artwork, the Borrower will be held wholly responsible for all costs incurred in the attempted recovery or repair of the property.

NSHE's fine arts coverage, if applicable, shall reduce Borrower's financial responsibility only to the extent of sums actually received by The Lilley from NSHE's insurance carrier. If the fine arts coverage deductible becomes applicable for any damage or loss, the Borrower will be responsible for the deductible incurred for each instance of damage or loss. NSHE's fine arts coverage deductible is \$2,000 and the Borrower is solely responsible for paying the deductible for each instance of damage or loss.

Inventory

The Lilley may request, and the Borrower shall grant, access to the loaned artwork to verify the location, condition, terms of agreement are being followed, and/or record condition notes.

Returns and Exchanges

No artwork may be moved from its room or wall location by anyone other than a staff member of The Lilley. All requests for moving and/or removal of artwork should be made in advance, to allow The Lilley sufficient time to schedule. Please contact the Exhibition Coordinator at kellykeefe@unr.edu or

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775.784.6658 to make such arrangements.

Artwork may be exchanged for new artwork. Please schedule an appointment with the Preparator.

Leaving University of Nevada, Reno

If the Borrower changes offices, leaves their department, or leaves the University, they must notify The Lilley at 775.784.6658 prior to departure. If they do not notify The Lilley, their successor and department will, by default, accept responsibility for the care and safety of the artwork.

If Borrower is on sabbatical or extended medical leave, the Borrower is responsible for appointing a colleague to periodically check on the artwork for changes in condition in Borrower's absence. If Borrower is unable to properly care for the artwork, Borrower shall contact The Lilley to schedule the return of the artwork.

Recall of Loan

Art loans may be recalled at any time by The Lilley for purposes of conservation, research, exhibition, or as otherwise deemed necessary, in its sole discretion.

Acceptance of Campus Loan Terms of Agreement

By accepting the physical delivery of The Lilley Loan artworks, the Borrower and their department acknowledge that they have read these Borrowing Guidelines and accept the responsibility for the artwork installed in their office, lobby and/or hallway, as described above.

Failure to comply with any of these terms may result in the removal of the artwork from the Borrower's and/or department's custody.

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Borrowing Guidelines for Campus Art Loans Receipt

By signing below, the Borrower and their department chair/head acknowledge that they have read and hereby agree to all the terms and conditions presented in The Lilley's Borrowing Guidelines and Agreement for The Lilley Loan Art Program and accept full responsibility for the artwork included in their office, lobby and/or hallway in accordance with this Borrowing Guidelines and Agreement.

THE UNDERSIGNED HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS.

Borrower Signature: _____ Date: _____

Name: _____

The Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno and The John and Geraldine Lilley Museum of Art.

Recommended by:

Museum Preparator

Date: _____

Approved By Borrower's Department Chair/head:

Signature: _____ Date: _____

Name and Title: _____