

## Borrowing Guidelines for Campus Art Loans

### **Overview**

The MIT List Visual Arts Center (List Center) is the custodian of the Institute's Permanent Collections of Contemporary and Modern Art, Public Art and Percent-for-Art Projects, and presents an active program of changing exhibitions in its E15 galleries. Although we are not a service department, we do make artwork from the MIT Permanent Collection available to Administration, Faculty, and Staff offices. As we currently do not have permanent collection galleries, the MIT campus itself serves as our Museum.

### **Selection and Installation of Artwork**

To borrow artwork from the MIT Permanent Collection, you must first make an appointment with the List Center's Registrar Lisa DeLong ([Imdelong@mit.edu](mailto:Imdelong@mit.edu)) through the List Center's website (<https://listart.mit.edu/about/mit/campus-loans>). The selection will vary throughout the year, as the collection is in a constant state of flux due to office renovations and moves, and an ever-changing Institute population. Thus, one time of year is no better than another to schedule an appointment. When you visit, if you find artwork(s) you would like to borrow, the Registrar will place it on hold for you and the List Center's Preparator will subsequently contact you to arrange a time to install the artwork after the List Center has received a signed borrowing guidelines receipt.

### **Safety of Artwork**

When borrowing an artwork from the MIT Permanent Collection, the Borrower and the Borrower's department assume responsibility for its security and safe keeping. The List Center requires that loan locations be locked when not occupied and attended when open. 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.

The Borrower will take reasonable steps to ensure the safety of the loans while installed in their office, including, but not limited to: securing office; not leaning objects against or draping objects over artworks; not applying tape to the artwork or frame; keeping food and beverages away from artworks; taking care when moving furniture; coordinating List Staff to deinstall artworks before office painting or renovation work. 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 Registrar immediately at [Imdelong@mit.edu](mailto:Imdelong@mit.edu) or 258-6322.

## Cleaning Protocol

Dust artworks with a dry cloth only. Do not clean with spray or water. If you think that the work needs attention, please contact the List Center Registrar at [Imdelong@mit.edu](mailto:Imdelong@mit.edu) or 258-6322 to schedule a consultation.

## Fees and Expenses

A \$75 per-object annual loan fee will be charged to the departmental cost object number you provide on the campus art loan agreement form. Please note: **loan fees are nonrefundable**. Please contact the List Center Registrar if you need a receipt for your records.

At the discretion of the MIT List, 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 List Center may be required. The Borrower would be responsible for the costs of moving and installation/deinstallation.

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 List Center uses outside vendors and only archival materials in all framing. Framing estimates are provided before proceeding with any project. When a department pays for the framing, loan fees are waived. However, it is important to understand, that the department does not own the artwork.

A limited selection of small-scale sculpture is also available for loan. In addition to the standard loan fee, the Borrower may also be required to absorb the cost of any security hardware, pedestals or vitrines required by the List Center 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. Any change in condition must be reported to the Registrar immediately.

## Insurance

Unless otherwise covered by MIT'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. MIT's fine arts coverage shall reduce Borrower's financial responsibility only to the extent of sums actually received by List Center from MIT's insurance carrier. Depending upon the cause of the damage or loss, the Borrower may be responsible for the deductible incurred for each instance of damage or loss.

## **Inventory**

Periodically, the List Center will request access to inventory loaned artworks to verify the location, terms of agreement are being followed, and record condition notes.

## **Returns and Exchanges**

No artwork may be removed from its room or wall location by anyone other than a List Center staff member. All requests for moving and/or removal of artwork should be made two weeks in advance, to allow the List Center sufficient time to schedule. Please call 258-6322 or email [imdelong@mit.edu](mailto:imdelong@mit.edu).

Artwork may be exchanged for new artwork. Please schedule an appointment with the Registrar using the online scheduler on the List's website to view current selections.

## **Leaving MIT/Extended Leave**

If the Borrower changes offices, transfers to a different department, or leaves the Institute, they must notify the List Center at 258-6322 prior to departure. If they do not notify the List Center, their successor and department will, by default, accept responsibility for the care and safety of the artwork.

If Borrower will be 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 the Borrower's absence. If Borrower is unable to care for the artwork, the List Center requests that the Borrower schedule to return the artwork.

## **Recall of Loan**

Art loans may be recalled at any time by the List Center for purposes of conservation, research, exhibition, or as otherwise deemed necessary.

## **Acceptance of Campus Loan Terms of Agreement**

By accepting the physical delivery of Campus Loan artworks, the Borrower acknowledges that they have read these Borrowing guidelines and accepts full responsibility for the artwork installed in their office, lobby and/or hallway.

As the campus is our gallery, our Borrowers serve as protectors of the artwork. Failure to comply with any of these terms may result in the removal of the artwork from the Borrower's custody.

Borrowing Guidelines for Campus Art Loans Receipt

By signing below, the Borrower acknowledges that they have read and hereby agrees to all terms and conditions presented in the MIT List Visual Arts Center's Borrowing Guidelines for Campus Art Loans and accepts full responsibility for the artwork included in their office, lobby and/or hallway in accordance with these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Cost Object: \_\_\_\_\_