

LSC-Tomball Community Library
c/o Harris County Public Library (HCPL)
Artwork Loan Agreement

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Complete, sign and mail/deliver a copy of the Artwork Loan Agreement to: LSC-Tomball Community Library c/o Harris County Public Library. Retain a copy for your files.

PARTIES

Host: LSC-Tomball Community Library c/o Harris County Public Library, 30555 Tomball Parkway, Tomball, TX 77375. 832-559-4200.

Lender Name: _____

Address: _____

City, State, Zip: _____

Phone # (Please specify work, home, mobile): _____

E-mail Address: _____

PURPOSE AND PERIOD OF LOAN: The artwork/item is being hosted at LSC-Tomball Community Library c/o Harris County Public Library for exhibition during the period from (Mo/Day/Yr) ____/____/____ to ____/____/____.

The lender agrees to provide delivery/shipping of the hosted material to LSC-Tomball Community Library c/o Harris County Public Library on (Mo/Day/Yr) ____/____/____ and to remove the material from the library on ____/____/____.

ARTWORKS/ITEMS: The Co-Director or Harris County Public Library Administrative Offices reserve the right to deny exhibition of any work deemed unsuitable, unsuitably presented or to have been misrepresented.

Upon delivery of your artworks to the Library for exhibition, please provide the Library Representative with a typed or legibly printed, numbered list of items to be loaned (See PAGE 2 of this document, Artworks-on-Loan List, for this purpose) including the information requested for each item. Please identify the fronts and backs of your artworks with numbers which correspond to those on this numbered list.

INSTALLATION: The lender is responsible for transporting artwork to and from the LSC-Tomball Community Library (address and phone number above) at the agreed upon times. As storage space is unavailable, artwork must not be left on Library premises before or after designated delivery/removal dates. Lenders must complete in the installation and removal of their shows. Final decisions on installation are at the discretion of the Library Representative.

SALES & DONATIONS: Patrons interested in purchasing art will be directed to the art markers with contact information of the lender. No prices are to be listed on the artwork itself. It is the responsibility of the lender to finalize sales and transfer work off Library premises. No costs associated with the exhibition of art will be charged to or accrued by the library.

LIABILITY: The LSC-Tomball Community Library c/o Harris County Public Library assumes no liability to the lender for any harm, damage, destruction, theft or mutilation to the artwork. Artwork is exhibited at LSC-Tomball Community Library c/o Harris County Public Library at the lender's own risk.

MISCELLANEOUS: The Library reserves the right to reproduce images of loaned items for promotional purposes only.

Upon signing this document, the Lender and LSC-Tomball Community Library c/o Harris County Public Library indicate acceptance of terms as set forth in this Agreement.

Lender's Signature

Date

Library Representative's Signature

Date

Upon delivery of artworks for exhibition, a completed copy of this form must be provided to the LSC-Tomball Community Library c/o Harris County Public Library Representative. Information should be legibly printed and must include art title and medium. Also, the contact information for each loaned item must be provided. Please identify the fronts or backs of your artworks with numbers which correspond to those on this numbered list.

Lender's/Lender's Representative's Name: _____

Email Address: _____ Phone # (Daytime): _____

Address (City, State, Zip): _____ Phone # (Evening): _____

Lib. Rep.* Initials
(Initial at Delivery)

Lender's Initials*
(Initial at Return)

_____	1. _____	_____
_____	2. _____	_____
_____	3. _____	_____
_____	4. _____	_____
_____	5. _____	_____
_____	6. _____	_____
_____	7. _____	_____
_____	8. _____	_____
_____	9. _____	_____
_____	10. _____	_____
_____	11. _____	_____
_____	12. _____	_____
_____	13. _____	_____
_____	14. _____	_____
_____	15. _____	_____

ON DELIVERY AT THE BEGINNING OF THE LOAN PERIOD:

Library representative is to initial to the left of "Title #" and verifies the item was received for hosting by the LSC-Tomball Community Library c/o Harris County Public Library during the agreed upon dates of the exhibition.

Library Representative Signature

Date

ON REMOVAL AT THE END OF THE LOAN PERIOD:

Lender's or the above-named lender representative's initial to the right of the artwork's "Title #" verifies the item was received from the LSC-Tomball Community Library c/o Harris County Public Library after the agreed upon dates of the exhibition.

Lender or Lender's Representative Signature

Date

* In advance of the works' removal, the lender MUST supply the name to the Library IF someone, other than the original lender, is to pick-up the artwork at the end of the loan period. The Library is advised by the lender that loaned artwork may be released to (Name of Lender's Representative*) _____ at the end of the agreed upon loan period.