I, ______________________, consent to receive art works from the Xavier University Art Collection, to be displayed in the ____________________ Department (“the receiving department”) in the __________________ Building. I agree to the following terms:

1. The artwork will be displayed in the designated area as placed by the Art Collection Curator, Collection Manager and/or Art Department.
2. If the receiving department would like the piece removed or moved to a different position in the department, the Art Collection is to be alerted to handle the move.
3. The receiving department will be responsible for maintaining the artwork while in its possession. This includes cleaning and prevention of damage to or unauthorized removal of the piece(s).
4. Should any damage occur to the artwork(s), the receiving department will alert the Art Collection Manager as soon as possible, so that the piece may be removed for repair. Upon repair, the piece will be returned to the receiving department if so desired.
5. Should the artwork require framing, the receiving department is responsible for the cost of the framing. The Art Collection will undertake the acquisition of the framing services and provide the receiving department with an estimate.
6. Should any of the artwork be chosen to be exhibited at another institution, the Art Collection reserves the right to retrieve the work(s) and replace it/them with another.

I, the undersigned, understand and agree to all of these stipulations.

________________________________   __________________________________
Borrower/Date      Manager and Registrar,
Xavier University Art Collection

Borrower contact information:

________________________________   __________________________________
                                                                                          
Xavier University Art Collection, Collections Manager and Registrar 
1 Drexel Drive, New Orleans, LA 70125 
Phone: 504-520-5387