

Borrowing Guidelines for Art Loan Program

Overview

Public Art of the University of Houston System (Public Art UHS) is the oldest, most significant and only collecting arts organization within the University of Houston System, which includes the University of Houston (UH), the University of Houston-Clear Lake (UHCL), the University of Houston-Downtown (UHD), and the University of Houston-Victoria (UHV). It oversees the UH System's permanent collection, which—as the first university collection of art in public spaces in Texas—represents more than half a century of creative expression in variety of different media.

The Art Loan Program makes a variety of prints, photographs and other works on paper available to University of Houston administrative units and academic departments for a period of two years, with the possibility of renewal. The program reflects our interest in making art widely available to our diverse publics and furthers our mission of engaging academic and global communities in an open forum to promote dialogue about visual arts and its relevance to contemporary life. The Art Loan Program is currently limited to the University of Houston but expansion to other locations within the UH System is planned.

Loan Process

UH faculty and staff interested in borrowing artwork must work through their relevant administrative units or academic departments to participate in the Art Loan Program. In order to maximize opportunities for wide public engagement, interested departments shall provide estimates on daily foot traffic of proposed spaces as well as describe how these spaces are routinely used.

In order to borrow artworks, interested administrative units or academic departments (Borrowing Entities) should submit a completed **Art Loan Request Form**. Since available artworks change throughout the year, prospective participants should contact Ileana Yordan, Program Manager, at ivyordan@cougarnet.uh.edu or (713) 743-6304 to explore available options.

Upon review of the Art Loan Request Form, a Public Art UHS representative will contact the designated contact person to evaluate the suitability of the proposed space, finalize selection(s), and arrange a time to deliver and install the artwork.

Please note that there is a limit of four artworks per Borrowing Entity at any given time.

Loan Locations and Safety of Artwork

Loans are currently limited to the main campus of the University of Houston but expansion to other locations within the UH System is planned. At UH, artworks are available for placement in managed public areas and departmental shared workspaces. To protect and ensure the safety of the loaned artwork, Public Art UHS requires that they be installed in as close proximity to departmental staff as possible and in spaces that are locked during non-working hours. Additionally, artworks shall be hung away from direct sunlight, windows, and heating or air conditioning units. Public Art UHS staff members will evaluate the suitability of any proposed spaces prior to delivery and will determine if site conditions are acceptable.

When borrowing an artwork from Public Art UHS, the borrowing administrative unit and academic department assumes responsibility for its security and safe keeping. The Borrowing Entity will take reasonable steps to ensure the safety of the loans while installed in the agreed location, including, but not limited to: securing the space; 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. 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 Borrowing Entity to properly protect the artwork. If there is any change to the artwork's condition, such as physical stress from sunlight or moisture, the Borrowing Entity's designated contact person must immediately notify Michael Guidry, Curator, at mguidry@central.uh.edu or (713) 743-5315.

Cleaning

Please do not attempt to clean an artwork without explicit direction. If you think that the work needs attention, please contact Michael Guidry, Curator, at mguidry@central.uh.edu or (713) 743-5315 for a consultation.

Fees and Expenses

Borrowing Entities are responsible for a per object flat fee of \$300, payable at the beginning of the two-year loan period. This nonrefundable fee helps Public Art UHS manage the Art Loan Program as well as offsets any costs directly related to the upkeep and maintenance of the objects. Additional per object fees of \$300 will be collected for any subsequent two-year term renewals.

Insurance

Incidents of damage to or loss of Art Loan Program artworks are covered through the University of Houston System's blanket fine arts insurance policy. However, depending upon the cause of the damage or loss, the Borrowing Entity may be responsible for the deductible incurred for each instance of damage or loss.

Access

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

Moves, Returns and Recalls

No artwork may be moved or removed from its authorized room or wall location by anyone other than a Public Art UHS staff member. All requests for moving or removing of artwork should be made in advance, to allow Public Art UHS sufficient time to schedule a consultation or to perform the work. Please contact Michael Guidry, Curator, at mguidry@central.uh.edu or (713) 743-5315.

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

Questions

For questions about the Art Loan Program, please contact:

Ileana Yordan
Program Manager
ivyordan@cougarnet.uh.edu
(713) 743-6304

For Current Borrowers

To return an artwork or in the event of an emergency, please contact:

Michael Guidry
Curator
mguidry@central.uh.edu
(713) 743-5315

Borrowing Guidelines Acknowledgement

By signing below, the designated representative of the Borrowing Entity acknowledges that he/she/they has/have read and hereby agrees to all terms and conditions presented in the Borrowing Guidelines and accepts full responsibility for the artwork on view in the Borrowing Entity's managed public areas and departmental shared workspaces in accordance with these guidelines. Failure to comply with any of these terms may result in the removal of the artwork from the Borrowing Entity's custody.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Department Cost Center: _____