

CAL POLY LIBRARY SERVICES
ROBERT E. KENNEDY LIBRARY

California Polytechnic State University
San Luis Obispo, CA 93407
Voice 805/756-6395 • ctrujill@calpoly.edu

Loan Worksheet

The application process for borrowing traveling exhibitions from the Robert E. Kennedy Library requires completion of this worksheet. If completed information meets standards for security and facility conditions, a Loan Agreement will be sent for the signature of the borrower.

Date _____

Name & Title of Borrower: _____

Borrowing Institution: _____

Address: _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____

Email: _____

DATES

Date(s) of Exhibition: _____ to _____

Date exhibition needs to arrive for installation: _____

Date exhibition to be returned: _____

VENUE

Title of the exhibition: _____

Is there an admission fee to view exhibition? Yes No

Name of institution where exhibit will be shown: _____

Address: _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____

Onsite Contact Name: _____

Description of venue or event where exhibition will be shown:

Loan Description

Title or Manuscript #: _____

Cost

There is no cost for borrowing of the traveling exhibition, however there are costs associated with travel and installation. Once the worksheet has been completed and returned an estimate will be specified.

Exhibition Coordination

Delivery & Pick-up:

Borrower Lender

Method: _____

Insurance:

- The borrower is liable for all coverage using own insurance policy coverage.

Policy#: _____

Insurer: _____

Space Requirements

Wall Cased

Security Requirements

- Locked case and/or locked gallery during non-public hours
- Supervision during open hours
- Responsible supervision of loaned objects
- Careful handling
- No direct sunlight
- An exhibition space that is locked after hours

Exhibition Space Checklist

Space Planning & Security

1. Is exhibition space indoors? Yes No
 - a. If you answered no, please describe area: _____

2. Is the exhibition space also used for other purposes?..... Yes No
3. If yes, how are the exhibited objects protected?

4. Is the exhibition space contained in one large area?..... Yes No
 - a. Please attach a floor plan of the space, indicating where borrowed object(s) will be displayed
5. Does it include adjustable partitions, wall space or locked cases ?.....
 Yes No
6. Does the exhibit area have more than one entrance/exit?..... Yes No
7. Are all doors, windows, skylights, roof openings, and other means of access to the building locked during non-operating hours? Yes No
8. What are exhibit open hours? _____

9. How is the exhibit area secured at those times? _____

10. How will loaned objects be displayed? _____

11. Will framed objects be hung directly to wall? Yes No

12. What type of lighting do you utilize in exhibition space? (check all that may apply)

Daylight fluorescent Windows UV filtered Incandescent

Equipped with shades or drapes Tungsten Skylights

Other (specify) _____

13. Describe HVAC system(s) where loan will be displayed and stored: _____

Delivery

1. Does the building have a loading dock? Yes No

2. Does the building have a freight elevator? Yes No

3. How is exhibition space accessed for delivery? (stairs, etc.,)

4. Contact from your organization or other designee who will meet shipper upon delivery:

Name: _____ Tel. _____

Recommended Shippers:

Company Name	Telephone Number
Cooke's Crating	323-268-5101
Atthowe Fine Art Services	510-654-6816
US Art	877-528-7278

Indemnification

1. Is there an insurance policy on the building? Yes No

2. Is there an insurance policy on the building contents? Yes No

3. Are you self-insured, with no other insurance coverage? Yes No

4. What coverage does your policy for borrowing objects provide?

All-risk museum coverage, wall to wall (while on exhibit and in transit), subject to the standard excursions

Coverage against burglary and theft

Coverage against fire

Coverage against rising water and water damage

Coverage against natural disasters (i.e. earthquakes)

Coverage against mysterious disappearance

Coverage against employee dishonesty

Signature of borrower: _____ Date: _____

Name: _____ Title: _____

Contact information for staff:

Catherine J. Trujillo, Curator
Robert E. Kennedy Library
California Polytechnic State University
1 Grand Ave.
San Luis Obispo, California 93407

Tel: 805.756.6395
e-mail: ctrujill@calpoly.edu