

**Exhibitions and Art Collection**  
Levermore 407  
One South Ave  
Garden City, NY 11530

**Internal Loan Agreement**

This loan is for display purposes only, and is made on the condition that the department agrees to the following:

1. To hang/exhibit work in the place designated by the Art Collection Curator.
2. To take all reasonable care of the work. This includes; not touching the face of the work, not placing machinery or equipment in close proximity to the work, monitoring activity around the work to avoid risk, not bringing the work into contact with any potentially harmful substances including adhesives, food and drink.
3. To contact the Art Collection Curator if the work is required to be moved or deinstalled for any reason, including maintenance, redecoration, events, research or exhibition. Do not remove the work yourself.
4. Not to allow any building maintenance/cleaning etc to take place in the vicinity of the work until checking first with the Art Collection Curator.
5. To contact the Art Collection Curator as soon as any damage occurs to the work.
6. That the work will be removed if the Curator believes the work is in jeopardy.
7. The work may be removed during the loan period by the Art Collection Curator, with the agreement of the department, should the work be required for research or needed for exhibition.
8. That the Curator requires access to the work at any time so as to monitor its condition.

Loan period: \_\_\_\_\_ Number of artworks: \_\_\_\_\_ (works listed on attached page)

Borrowing Department: \_\_\_\_\_

Display Location (Building and room #): \_\_\_\_\_

Special conditions: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jon Duff, Exhibitions and Art Collection Curator

\_\_\_\_\_  
Date

Adelphi University  
1 South Avenue  
Levermore Hall, 407  
Garden City, NY 11530-0701

Phone: 516-877-3126  
Email: [jduff@adelphi.edu](mailto:jduff@adelphi.edu)

**Internal Loan Agreement  
Works List**

Inventory No.	Artist	Title	Insurance Value
Date	Dimensions (HxWxD) in	Medium	Lender

Inventory No.	Artist	Title	Insurance Value
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