

**MIT LIST VISUAL ARTS CENTER
STUDENT LENDING ART PROGRAM
LOAN AGREEMENT**
E15-109 // (617) 253-6633 or (617) 258-6322
amwebber@mit.edu or lmdelong@mit.edu

Office Use Only			
Issue Date		Return Date	
Condition		Condition	
Initials		Initials	

BORROWED ARTWORK:

Accession #: ABC.123.456

Return Date: 05/12/2019

Artist: Leonardo da Vinci

Title: Mona Lisa

BORROWER INFORMATION:

Name: William Barton Rogers

MIT ID: 000000001

Year: 1861

E-mail: mit_founder@example.com

Alt. E-mail: _____

Address: 77 Mass Ave

Alt. Address: _____

Telephone: 617-253-1000

Alt. Phone: _____

Conditions Governing Loan:

Care and Preservation:

- Borrower will exercise care in handling and installing the artwork
- Artwork must be hung in a room that is locked when not occupied
- Artwork cannot be hung in public areas such as common rooms, kitchens, hallways, or bathrooms
- Artwork cannot be hung in direct sunlight, in excessively damp or humid areas, or in areas prone to significant fluctuations in temperature
- Clean ONLY using a dry clean cloth, no water or sprays

Notifications and Legal Responsibilities:

- Borrower agrees to assume responsibility for the care and safety of the Artwork, including the frame and glazing
- Borrower may not lend or transfer possession of the Artwork to any other person
- Copyright law applies to authored works regardless of medium; Borrower is not authorized to copy the Artwork (Please see <http://web.mit.edu/copyright/policy.html>)
- Borrower must notify the List Center within 24hrs in the event of damage, loss, or theft
- Borrower is liable for the cost of repairs or the replacement value in the case of damage, loss, or theft whether it occurred intentionally or due to negligence or carelessness
- Artwork must be returned within 2 weeks if you withdraw or otherwise lose your student status. Contact the List Center to arrange the return
- If the Artwork is not returned by the stated return date above, the Borrower will be charged a \$15 per day late fee until the Artwork is returned
- If the Artwork is not returned, notification will be made to the MIT Office of General Counsel and to the Student Financial Services Office and may result in the Borrower's grades or degree being withheld

With my signature I agree to the terms above:

Signature: _____ Date: _____
(borrower)

RECEIPT (Must be completed when Artwork is returned to the List Center to verify it is in the List Center's possession.)

Borrowed Artwork: (accession #) ABC.123.456 **Artist** Leonardo da Vinci **Title** *Mona Lisa*

Condition Remarks: _____

Received From: _____

Staff Signature: _____ Date: _____