

Procurement and Contract Services Process for Requesting Agreements to Loan or Borrow Artwork

A need to loan or borrow artwork is identified by the campus Gallery, Art Department, Library, Anthropology Museum, or other department as applicable.

Requesting Department shall submit a request to Contract Services by email at contractservices@csus.edu to generate an Agreement to Loan or Borrow Artwork. The email request must include the following:

- Name, phone number and email address of the contact person for the lender or borrower as applicable
- List of items being loaned/borrowed and the value of each item
- Start and end date of the loan with information on Shipment, Receipt and Return of Items.

Upon receipt of the email request, a Contract Specialist shall develop the Agreement and work with the other party to execute the agreement.

Once the agreement has been fully executed (signed by both the campus Contract Specialist and the other party) A copy shall be maintained by the Contract Services Office, a copy will be emailed to the other party and a copy will be emailed to the requesting department and Risk Management for their files.

Note, until the agreement has been fully executed the borrowing or loaning of items is not authorized and will not be covered by Fine Arts, Artifacts & Archives Program (FAAAP) Insurance Policy.