

San Francisco Arts Commission Terms and Conditions of Loan Agreement

The term “work of art” applies to paintings, murals, stained glass, ceramics, statues, bas relief, sculpture, monuments, and any other structures of either a permanent or temporary nature intended for ornament or commemoration.

The authority of the Arts Commission concerning works of art is described in Section 3.601 of the City Charter and Section 1.16 of the Administrative Code.

1. The period of the loan will be two years in duration from the outgoing date as recorded on the Loan Agreement. Two months prior to expiration of the loan, the borrower will contact the Arts Commission in order to make arrangements for the renewal of the loan or return of the borrowed work(s) of art. ____ initial ____ date
2. The Arts Commission reserves the right to recall any object(s) with sufficient notice to the borrower for its own purposes. Upon routine inventories and inspections, should the Arts Commission determine that an object has been damaged or mistreated, the Arts Commission reserves the right to remove it without notice. ____ initial ____ date
3. The Borrower will exercise care in respect to works of art loaned by the Arts Commission. All framed art works are to be mounted with security hardware, at the Borrower’s expense. If an object or its frame is damaged, the Borrower agrees to notify the Arts Commission Civic Art Collection Senior Registrar (252-2559) **IMMEDIATELY**. The Borrower agrees to accept fiscal responsibility for repairs if damage is caused by the borrower’s negligence. The Borrower, however, will not be responsible for loss or damage caused by normal and reasonable wear, including gradual deterioration, vermin, or inherent vice. ____ initial ____ date
4. The Borrower is responsible for all costs associated with the loan. Please see attached Appendix A for itemized costs associated with this particular loan. Costs include but are not limited to, framing of artwork(s), the transportation of the loan(s) to and from the Arts Commission, the installation of all artwork, and administrative costs for Arts Commission staff time. The Borrower is also responsible for the costs associated with the return of artwork(s) at the termination of the loan period. Arts Commission staff will direct the transport, handling, and proper display of the art work. **Only staff and contractors of the Arts Commission are authorized to handle, install, and relocate loaned works of art.** ____ initial ____ date
5. The Borrower agrees to notify the Arts Commission Civic Art Collection Senior Registrar (252-2559) **IMMEDIATELY** if any work needs to be relocated, or if the individual representing a borrowing agency either leaves employment with the City, or transfers to another department. In such a case, the loan(s) must either be returned, or responsibility assumed by another City employee. Such transfers and relocations must be **APPROVED** by the Arts Commission.
____ initial ____ date
6. Signature of the Loan Agreement constitutes acceptance of all Terms of Agreement listed on this page. ____ initial ____ date

CIVIC ART COLLECTION LOAN PROGRAM COSTS

Life Span of a Loaned Artwork: Sample Artwork – work on paper, 24 x 18 in.
 Admin time figured at Senior Registrar rate x 2.5 (\$86.62)
 Assuming cross-town transport and art handling assistance
 Costs will vary tremendously depending on size and type of artwork.

Action Item	Time Allocated	Expense
Initial Request Verify request (get in writing, e-mail etc.) collect general information regarding venue, preferences regarding size and type of work they are interested in. Revise and send over list of available works.	1 Hour	Admin = \$86.62
Artwork Selection Verify availability and dimensions. Conduct initial condition assessment.	1 Hour	Admin = \$86.62
Estimates Prepare estimates for conservation (if necessary), framing, transportation, installation, and admin fees.	3 Hours	Admin = \$259.86 COSTS: Framing = \$200 Transportation = \$100 Installation = \$150
Confirm Loan Set timeline with borrower, create paperwork, generate loan record in Embark, schedule vendors, prepare fund transfer. Visit installation site.	8 Hours	Admin = \$692.96
Installation Complete loan forms and receipts. Oversee installation.	5 Hours	Admin = \$433.10
Return of Artwork Confirm availability of appropriate storage space; prepare estimates for de-installation and transportation. Oversee return of artwork. Complete condition report and administer conservation if necessary. Pack artwork for safe storage. Make location changes in Embark and close out loan file documentation.	8 Hours	Admin = \$692.96 COSTS: De-installation = \$150 Transportation = \$100 Materials = \$25
TOTALS PER LIFE OF SINGLE LOAN	26 Hours Staff Time	Administrative Costs = \$2,252.12 Physical Costs = \$725.00 TOTAL = \$2,977.12

FUTURE CHARGE Renewal and Condition Check (should borrower decide to renew loan) Contact borrower, conduct site visit and re-issue loan agreement every 2 years.	4 Hours	Admin = \$346.48
FUTURE CHARGE Relocation of Artwork (should borrower change office or transfer loan to another employee) Reissue loan agreement, prepare estimate for technician assistance, oversee re-location. Complete fund transfer.	5 Hours	Admin = \$433.10 COSTS: Installation = \$150
TOTALS PER FUTURE CHARGES	9 Hours Staff Time	Administrative Costs = \$779.58 Physical Costs = \$150.00 TOTAL = \$929.58