

Art Acquisition Collection and Commissions Forms

Loan Request Form:

A work of art from the University of Auckland Art Collection is requested for loan for display within the University for the following location.

The site proposed for the art work is:

Campus:

Faculty and Department:

Building name and number:

Level:

Room name and number:

Date after which space is available for installation:

Request initiated by:

Name:

Phone:

Email:

Date of request:

Other notes:

For further information about The University of Auckland Art Collection, please refer to the Art Acquisition Collection and Commissions Policy located at:

<https://policies.auckland.ac.nz/policies/Policies/policy-display-register/charitable-gift-and-sponsorship-acceptance-and-approval-policy.pdf>

or contact the Curator, Gus Fisher Gallery: gusfishergallery@auckland.ac.nz

Internal Loan Form

The following work of art from The University of Auckland Art Collection is loaned for display within The University of Auckland:

Title:

Artist:

Description:

Accession No.:

Period of loan:

Insurance value of the work:

The above work was moved from: _____

and is now located at: _____

(Campus, Faculty and Dept, Building name and number, Level, Room name and number)

Terms and conditions of the loan:

1. Art works from the Collection are available for loan at the discretion of the Director, Centre for New Zealand Art Research and Discovery (CNZARD). CNZARD will manage all aspects of loans from the Collection including the handling, transportation, packing and unpacking, display and installation of the art works.
2. The borrower undertakes to safeguard the art works from the Collection from damage or loss during the period of the loan. Art works are valuable assets and as such must be kept under surveillance while the building is occupied, and after hours the areas where the art works are installed must be protected by locking doors and setting alarms.
3. Art works from the Collection are to be displayed in publicly accessible areas which meet appropriate aesthetic, security, safety and environmental standards. The borrower is responsible for monitoring changes to the conditions affecting the work such as lighting levels, surveillance, pedestrian traffic, heating and humidity levels and reporting such changes to CNZARD staff.
5. The borrower cannot move or clean art works from the Collection, and any damage or loss is to be reported immediately to CNZARD staff. Under no circumstances should repair of the work of art be attempted by the borrower.
6. CNZARD reserves the right to recall art works from Faculties or Departments at any time.

These terms and conditions are agreed by

(Director CNZARD)

(Head of Department or Faculty Manager)

(Position)

(Division and Campus)

For further information contact the Curator, Gus Fisher Gallery:
gusfishergallery@auckland.ac.nz, ext.86806.

Recall of Loan Form

The following works of art from the University of Auckland Art Collection are recalled by the CNZARD Director:

Artist:

Title:

Description:

Date of recall:

Reason for recall (circle one):

loan to another institution
conservation
reframing
display in another part of the University

Insurance value of the work: \$

Signature (Director CNZARD)

Signature (HOD Department or Faculty Manager)

(Date)

(Date)

For further information about loans from The University of Auckland Art Collection, please refer to the applicable Policy located at:
<https://policies.auckland.ac.nz/policies/Policies/policy-display-register/charitable-gift-and-sponsorship-acceptance-and-approval-policy.pdf>
or contact the Curator, Gus Fisher Gallery: gusfishergallery@auckland.ac.nz
ext. 86806