

NIU Art Museum *Art to Lend* Policy

The NIU Art Museum on-campus loan policy operates under the following conditions:

1. LIMITS/CONDITIONS

- A. For insurance purposes, all artwork from the collection must be installed in a secure area that is locked when it is not occupied by university personnel. This area must also meet basic environmental requirements including proper light levels and temperature and humidity controls for the safe keeping of artwork.
- B. Loans can be made for **a maximum of 5 years**. After that period, the artwork must be returned to the museum for thorough inspection and if needed conservation. During this time minor repairs will be made such as reframing, re-matting etc. The 5 year limit will also allow for works to recover from extended exposure to light, particularly florescent light. Exposure to light can cause works of art to fade and become brittle. As light levels in university offices cannot always be monitored and/or controlled, limited exposure will help decrease risks of damage.
- C. The NIU Art Museum reserves the right to temporarily retrieve works of art from borrower for exhibition, photography, conservation, or other necessary procedures. If the museum initiates the removal of a work of art, a replacement work can be substituted without incurring installation charges.
- D. Should artwork from the collection need to be removed, or should the borrowing individual change offices or leave the university, **the museum must be contacted to move the artwork.**

2. FEES

A. INSTALLATION FEE

This initial fee includes installation of selected artwork in an appropriate office setting. For 1-3 works per department there will be a fee of \$25; for 4-6 a fee of \$50; for 7-10 a fee of \$75. Any piece(s) beyond that will cost an additional \$5 per piece. The installation fee will be charged either for new works brought to an office or for works moved/relocated to another office at anytime during the year.

B. ANNUAL RENTAL FEE

In addition to the initial fee, there will be a yearly rental fee of \$15 per piece, effective from the time the work is installed. Works on loan will be checked annually by museum staff (during which time the staff member will complete a condition report for each work on loan.) For works already on loan there will be no installation fee. However, the yearly rental fee will be requested.

All funds generated from these fees are used for the direct care and maintenance of the collection, including matting and framing which makes new selections available.