University Staff –

**CDU Art Collection Art Work Request Form**

University staff may request to borrow an art work (or art works) from the University Art Collection to be displayed in reception areas or offices by completing this form.

All requests will be reviewed on an individual basis and are dependent on art work availability, adequate environmental conditions for display of art works and the Curator’s schedule.

The Curator will organise a suitable time to view and assess the suggested display location with the staff member, and arrange a viewing (if required) in Art Collection Storage to facilitate the loan.

**Staff contact details:**

First Name_________________________________ Surname_________________________________
Campus & Faculty/School/Office__________________________________________________________
Building________________ Room Number/Area_______________________________________________
Telephone________________________ Email___________________________________________________

Is this a request to exchange a new art work/s for an existing art work/s displayed in your workplace?

________________________________

The requested art work(s) is/are needed by _______ / ______/ _____ (Day/Month/Year)

**Location for display of art work(s):**

Campus____________________________________ Faculty/School/Office_____________________
Building____________________________________ Room Number/Area Name____________________
Dimensions of Display Area (s) (H x W cm)_________________________________________________

**Security and environmental conditions:**

Does display wall/area have direct sunlight?______________________________________________

Does display wall/area have temperate control (air-conditioning)?____________________________

Is there a heater, facsimile or photocopier machine in the display area?_______________________

Does display area have smoke detectors or a sprinkler system?_______________________________

Is the display location a public area or does it have limited access?___________________________
Is the display location accessible to the public after regular office hours?_______________________

Art work Requests - Terms and Conditions

In accepting art work(s) on loan from the CDU Art Collection to be displayed in your office or reception area, staff must abide by the following terms and conditions:

- Your Faculty/School/Office will agree to pay for the associated charges to install the art work(s) by the Art Collection Technician;
- Staff will agree to be responsible for monitoring the art work(s)'s physical condition, the safety and security of the art work(s) displayed within their area and notify the Art Collection Curator immediately of any changes or concerns;
- Understand that art work(s) may need to be recalled by the Curator, to be included in exhibitions and/or teaching and learning programs (where possible a suitable art work will be offered as a replacement);
- Any request to move an art work must be through made in consultation with the Art Collection Curator. Only the Art Collection Curator can authorise the removal and relocation of an art work.

As Executive/Director/Head of School I understand and agree to follow Charles Darwin University Art Collection’s Art Work Request terms and conditions on behalf of my Office/Faculty/School.

Signature of Executive/Director/Head of School__________________________________________

Print Name of Office/Faculty/School____________________________________________________

Date (day/month/year) ___________________________________________________________________