



LOAN OF ARTWORK OR COLLECTIONS TO  
RAPID CITY PUBLIC LIBRARY  
WAIVER OF LIABILITY

Period of display from \_\_\_\_\_ to \_\_\_\_\_

Lender of art or collection: \_\_\_\_\_

Number of objects loaned: \_\_\_\_\_

Approximate value of all objects loaned: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of artwork or objects:

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This agreement is made by and between the Rapid City Public Library ~~Board of Trustees~~ (RCPL) and the above named Lender for exhibition of the objects specified, for the period specified. The ~~Library Board of Trustees~~ Rapid City Public Library and Lender agree that:

- 1) Lender agrees to provide the library with a photograph and description of each item considered for loan.
- 2) Lender agrees to deliver the loaned item(s) to the library only after the agreement is approved by RCPL.
- 3) Lender agrees to provide RCPL with information about the artist(s) and the work(s) that can be used for interpretive signs or labels.
- 4) Lender understands that RCPL will display the loaned item(s) in its facilities, in areas that are open to the public, and that patrons of the library will be able to view and may have access to the loaned item(s).
- 5) Lender agrees that the Library's insurance does cover the artwork or collection as long as an approximate value is provided for the objects loaned.
- 6) Lender agrees that neither the Rapid City Public Library Board of Trustees, nor the Rapid City Public Library, nor their employees and volunteers, will have any liability to the Lender or the Lender's administrators for any damages arising from this agreement. Lender agrees that if a loaned item is damaged, harmed, lost, or destroyed, Lender will not hold RCPL responsible or

liable for any such damage or loss. RCPL agrees to remove the loaned item(s) from the display on the business day following the last day of the exhibition, at the latest, unless Lender and RCPL have agreed to an extension of the exhibition period. Lender agrees to make arrangements for the return of the loaned item(s) within five business days after the last day of the exhibition. Lender is responsible for all shipping and freight costs to return the loaned item(s) to Lender.

- 7) The objects on loan may be used by the Rapid City Public Library for promotional or educational purposes, including but not limited to: the library's website, the library's social media accounts, newsletter(s), posters, calendars, and other publications.

This agreement is accepted on \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Lender signature

\_\_\_\_\_  
Lender printed name

\_\_\_\_\_  
Director signature, Rapid City Public Library ~~Board of Trustees~~

\_\_\_\_\_  
Director printed name