

HOWARD UNIVERSITY GALLERY OF ART
ART LOAN PROGRAM AND REQUIREMENTS

SUBJECT TO CHANGE

Through its art loan program and in furtherance of its mission, Howard University partners with borrowing institutions (Borrower) to 1) provide professional opportunities and educational programming for Howard University students; 2) foster alumni relations and museum engagement with Black audiences; and 3) promote Black art and artists.

As such, the University requests that all Borrowers commit to the following:

- 1) Responsibility for all costs involved
- 2) A paid internship or the like to take place within two years of the exhibition; to be advertised and coordinated with the University's Office of Career Services and an undergraduate advisor in the Department of Fine Arts
- 3) Special tour, seminar discussion, and career advisement session with the exhibition's curatorial staff or institutional leadership, held virtually and/or with travel, hotel stay, and per diem for Howard University students to attend; to be scheduled with Fine Arts faculty or Gallery of Art staff
- 4) An after-hours, evening program at the museum for Howard University alumni and supporters; to be arranged with the University's Offices of Alumni Relations and Development
- 5) Complimentary admission for Howard University students during the run of the exhibition
- 6) Joint publicity, to be strategized with the University's Office of Communications
- 7) Ten (10) or more invitations to opening reception and other VIP events associated with the exhibition; invitations to be delivered to the Howard University Gallery of Art Director
- 8) Work(s) featured in the Borrower's exhibition catalog
- 9) Wall-to-wall fine art insurance coverage; certificate of insurance attesting to wall-to-wall coverage, to be provided before the work(s) go on loan
- 10) Packing, crating, and shipping; reinstallation for certain works in situ on campus
- 11) As necessary, courier travel, hotel stay, and per diem
- 12) Rights and reproduction (contact Art Resources, www.artres.com), including creation of minimum 300dpi TIF image files in instances that high-quality photography of the work(s) does not already exist; files to be delivered to the Howard University Gallery of Art Registrar
- 13) Current facilities report

The Borrower must state its commitment to all of the above in the formal loan request letter. The letter must be addressed and emailed to the Howard University Gallery of Art's Director with copy to the Howard University Gallery of Art's Registrar at least ten months before the exhibition's opening. Requests that do not address and commit to the University's requirements, arrive too late, or cannot guarantee optimal conditions for the work(s)' display will be respectfully declined.

The formal loan request letter must include an exact list of the work(s) requested; precise dates for the loan and exhibition periods; description of the exhibition and the importance of the work(s) requested for the exhibition's success; names and information of key contacts, such as Registrar and Curator, for

each venue; photography needs and deadlines; insurance information; and current facilities report (preferably AAM standard).

The University is more likely to approve requests for exhibitions that make major scholarly contributions, that are for a limited number of works, that travel to one to two venues maximum, and that clearly further the University's mission. Loans will not be made to private individuals and are not to exceed three years in duration.

All loans are subject to the approval of the Howard University Gallery of Art Director, Art Committee, and University President. Once approved, no changes to the request can be made. The University uses its own form of loan agreement. There will be one loan agreement per venue and no changes may be made to the body of the agreement.