



# City of Virginia Beach

[VBgov.com](http://VBgov.com)

## Virginia Beach Public Library

**Location:** \_\_\_\_\_

### Terms of Loan

The City of Virginia Beach, acting through its Department of Public Libraries (“the Library”), acknowledges receipt of the following art object (herein called the Object) as a loan from \_\_\_\_\_ (“Owner”), residing at \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_:

**Description of Object:**

**Restrictions:**

**Owner’s contact information (phone number(s), email address, and/or mailing address):**

The Owner has lent the Object to the Library, and the Library has accepted the same on loan subject to the following terms and conditions:

1. The loan has been made in order to enable the Library to exhibit the Object at a special exhibition to be held at the premises of the Library from \_\_\_\_\_ to \_\_\_\_\_. The acceptance of the Object on loan shall not obligate the Library to exhibit the same if it elects not to do so.
2. The Owner agrees that the loan is subject to the terms of The Library Gallery Exhibits Policy, and the Owner acknowledges receipt of the Policy.
3. The Owner agrees to remove the Object promptly after the final date of its exhibit, which is noted above. If the Owner does not remove the Object the next business day after the end of the exhibit, the Library will attempt to contact the Owner using the contact information provided above by the Owner. If the Owner fails to retrieve the Object within five business days after the end of the exhibit, the Owner agrees that the Library

may dispose of the Object without restriction and without any payment or restitution to the Owner and without any liability of any kind.

4. The Owner hereby represents to the Library that he is the legal owner of the Object and hereby agrees to indemnify and hold harmless the Library, its employees, officers, and agents, from any and all claims by a third party regarding ownership of the Object or the Library's authority to display the Object.
5. The Library shall not be responsible for the preservation and safekeeping of the Object beyond the taking of such precautions as it ordinarily exercises in the preservation and safekeeping of its own property. It will not insure the Object. The Library assumes no liability for the Object. The Owner is responsible for his own insurance coverage. In the event of loss or damage, the Owner's recovery, if any, shall be limited to such amount as may be paid by the Owner's insurer; and the Library, its officers, agents and employees shall not be liable for any claims arising out of such loss or damage.

**Dated:** \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
**Branch Manager**  
**Virginia Beach Public Library**

\_\_\_\_\_  
**Owner**