



The Rooms Provincial Art Gallery Memorial University of Newfoundland Art Collection Loan Program Information, Policy and Procedures

Memorial University of Newfoundland's permanent art collection is managed and stored by The Rooms Corporation and is administered by The Rooms Provincial Art Gallery, according to the terms of a custodial arrangement with the university. **A number of these 4,600 artworks are available on loan to university employees for display in their university offices and reception areas.**

WHERE can art from the Memorial University collection be displayed?

Eligible areas on campus include:

- individual university offices that are locked after hours
- departmental reception areas where departmental employees are present during open office hours

Ineligible areas on campus include:

- Areas such as hallways that are open to public pedestrian traffic

NOTE: In administering these art loans to university employees, The Rooms Provincial Art Gallery collections technician will consider the vulnerability and conservation concerns of each individual artwork (i.e., factors such as light levels and the location of heaters in an office area may dictate the artwork(s) suitable for that location).

WHO is eligible to request the loan of artwork?

- Permanent employees of Memorial University located in St. John's, NL are eligible for artwork loans.
- Artwork for contractual employees' offices can be borrowed by a permanent staff member in that unit. If the office containing the artwork is to be vacated, the borrower must advise the Rooms Provincial Art Gallery in order to ensure the artwork is recalled.

HOW do I go about requesting a loan of artwork?

- University employees should contact their administrative manager/assistant who will consolidate such requests and then contact The Rooms Provincial Art Gallery collections technician, John McDonald, or the University Art Liaison, Colleen Quigley, to request an appointment for artwork selection (for contact information see below).
- On a by-request basis, appointments at The Rooms will be scheduled three times per year: second week of September, January and May. University employees will then be contacted and invited to The Rooms accordingly to select artwork.
- Upon arrival at The Rooms to select works of art, university employees will be asked to display their university ID cards to the collections technician.
- The Art Gallery's collections technician will then examine the artwork and conduct any necessary preparation before installing it on campus. The technician will contact the borrower to confirm a convenient time for installation. Borrowers are advised to expect artwork delivery and installation within a 4-6 week period following their selection at The Rooms.

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WHAT are my responsibilities as a borrower?

- The borrower is responsible for each artwork selected from the collection. Once installed, the artwork is not to be removed or moved to any other location, except by art gallery staff.
- In signing the artwork loan agreement; the borrower assumes responsibility and agrees to inform the Rooms Provincial Art Gallery of any threats to the condition of the work, including any office painting or renovations, and office relocation. Two weeks advance notice of location issues should be given, where possible.
- When leaving the employ of Memorial, the borrower agrees to advise The Rooms Provincial Art Gallery order to ensure the artwork is recalled.
- The Rooms Provincial Art Gallery conducts biennial inventories of all university artworks on campus. The borrower agrees to co-operate when contacted, and to allow the collections technician access to the artwork in order to verify the location and condition of each artwork. If the borrower is not available, the unit's administrative manager/assistant shall provide the technician access to the artwork.

NOTE: In producing exhibitions at The Rooms, the Provincial Art Gallery draws periodically from Memorial University's collection. There are also occasions when other galleries and museums request loans from MUN's art collection. As per the Memorial University and The Rooms' Corporation custodial agreement, the Provincial Art Gallery advises that artwork on loan is subject to recall for the duration of an exhibition or loan.

For more information, please contact:

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