Overview
The Wake Forest University Office of University Art Collections (“OUAC”) preserves and maintains the University’s nine permanent art collections, totaling approximately 1,600 works. The OUAC also administers the Intra-University Art Loan Program, in which select works of art are available for loan to eligible departments, offices, and centers on Wake Forest University’s Reynolda campus.

Requests
The principal mission of the OUAC is to preserve and maintain the varied Art Collections and to present them in an optimal educational environment. This Art Loan program is offered by the OUAC as a supplement to its primary mission. At present 98% of University Art Collections are already on view. For this reason, the number of available artworks is quite limited.

Requests will only be accepted during the academic year (September 1 - May 1) and must be submitted in writing or by email to the Art Collections Curator (campus mail: Office of University Art Collections, c/o Department of Art or childrhm@wfu.edu). Potential borrowers may download the Art Loan Policy and Request Form from www.wfu.edu/uac or one can be provided by OUAC staff. Once eligibility is determined and the Request Form returned, the OUAC will make a site visit.

By initiating the request process, potential borrower(s) agree to comply with the conditions and eligibility requirements listed within this policy. Requests are handled in the order they are received. Exceptions will be made when an office is vacated, newly occupied, or moved. Once selections have been provided by OUAC staff, borrower(s) will have two weeks to respond to available artwork selections.

The number of works loaned to each borrower(s) is left to the discretion of OUAC Staff. For example:
• 2 works for individual offices
• 4 works for Department conference/seminar rooms
• 6 works for suites and/or reception areas.

Requests for non-Collection works
Requests will only be considered for works accessioned into the University’s Art Collections. The OUAC does not manage non-accessioned works and does not provide services, including installation or removal of said works. Please refer to Facilities Management for any requests related to non-Collection items.

Eligible Spaces Public spaces have the highest priority
• Public reception areas/lobbies/hallways
• Suites and/or reception areas
• ZSR Library conference rooms, stacks, reading areas, and Starbucks
• Offices of the President, Vice Presidents, Provost, and Deans
• President’s House
• Department conference/seminar rooms
• Magnolia Room and other dining spaces in Reynolda Hall
• Admissions Office

Ineligible Spaces
• Private faculty/staff offices
• Classrooms
• Auditoria
• Rehearsal Rooms
• Student Dining Halls
• Residence Halls, except for named portraits
Delivery and Installation
Delivery and installation will be scheduled and conducted by OUAC staff, and are subject to framing needs and other preparation requirements of the loan. Eligible requests may take a minimum of three months to complete. Installations will be scheduled twice monthly on Fridays only. Exceptions will be made when an office is vacated, newly occupied, or moved.

Conditions of Loans
1. The Department to which the work(s) of art is loaned assumes responsibility for the care and safety of the art. The Department may not transfer responsibility to another Department. If damage including physical stress from inadequate environmental conditions; vandalism; or loss is detected to any work of art on loan, the primary contact for the Borrowing Department will notify the Art Collections Curator immediately.
2. The work(s) of art must be installed, moved, or removed by OUAC staff only.
3. The OUAC may recall the work(s) of art at any time for purposes of conservation, research, exhibition, or as deemed necessary.
4. The OUAC must receive at least two weeks’ notice to remove (a) work(s) of art, unless the cause for removal is damage.
5. Work(s) of art lent to the Borrowing Department shall not be unframed or removed from mats, mounts, or pedestals for any purpose whatsoever; or cleaned, repaired, or transported in damaged condition except with the express permission of the Art Collections Curator.
6. The duration of the loan is at least one year and a maximum of five years, with the exception of circumstances noted in #3 above. Loans are renewable.
7. The Borrowing Department agrees to pay for museum-quality framing (arranged for by the OUAC) if two-dimensional works of art selected are not currently framed, or require re-framing for the explicit purpose of installation within the guidelines of this program.
8. Failure to comply with any of these terms may result in the removal of art work(s) from the borrower(s) custody.

Retroactive Enforcement and Recall
In addition to the aforementioned conditions, the OUAC reserves the right to retroactively enforce and recall works of art under the following conditions:

- work(s) are needed for exhibition
- work(s) require conservation
- environmental conditions are not sound
- work(s) that the OUAC deems are in jeopardy
- borrower no longer meets the eligibility requirements
- works are not shown to their best advantage

The OUAC will provide at least 30 days notice before recalling these works.