

BirdsⁱⁿArt

2018

The Loan Inventory and Loan Agreement forms are the most important documents associated with your participation in *Birds in Art*. They are the contract between the Woodson Art Museum and the person who actually owns or holds title to your artwork, which has been selected for inclusion in the 2018 *Birds in Art* exhibition.

If you, the artist, own the artwork, you must complete, sign, and return the Loan Inventory and Loan Agreement forms.

If the person who owns the artwork is someone else (or an institution, i.e., a museum), the Woodson Art Museum must know who the owner is because that person is actually the “Lender” to *Birds in Art*. We need to know the Lender’s name, address (work and home, if different); telephone, including cell number; and email address.

As creator of the artwork, you are the liaison between the Museum and the Lender. It is essential that the Lender sign the Loan Agreement to verify that all terms of the loan – including the Museum’s and Lender’s responsibilities – have been read and agreed to by the person who holds title to the artwork.

If you, the artist, are not directly responsible for crating and shipping your artwork to the Museum, please forward the Packing & Crating and Shipping & Insurance instructions to the Lender and assist the Lender to ensure the safe and timely arrival of your artwork at the Woodson Art Museum.

We can’t overemphasize that if your *Birds in Art* artwork is owned by someone else, you are the important link between the Owner/Lender and the Museum in expediting the completion and return of these forms to the Museum. If you have questions, contact Jane Weinke: telephone 715.845.7010; fax 715.845.7103; email jweinke@lywam.org.

A helpful suggestion: Over the years, artists told us that it is often more efficient for them to complete the forms prior to forwarding them to Lenders for signing, verification, and return to the Woodson Art Museum.