Dear GW Department:

Thank you for your interest in a loan from the GW Permenant Collection, it is a gratifying way for our Collection to be used and viewed by a larger community. Below please find the guidelines and process for interdepartmental loans:

Guidelines:
- We fulfill most requests during the summer months. The exhibition schedule of the Luther W. Brady Art Gallery prevents us from fulfilling many, if any, projects during the school year but we will record your information and will get in touch with you after our final exhibition of the year is in place. When you send in your request, please include the name and email of a contact at the department, how many works you would like to request or how many areas you would like to fill with artwork.
- We take requests on a “first-come, first-served” basis. We get many requests every year and are unable to fulfill all of them. We will take down your information and will do our best to get to you in a timely fashion.
- We only place works in public areas, we do not have the resources to place artwork in personal offices.
- We do not place artwork in high traffic hallways or areas. We do not place artwork near windows or vents or food preparation areas. We do not place artwork outside.
- We do not normally offer “placement” or “hanging” assistance for works that are not part of the Permanent Collection; we can recommend an experienced installer for this type of work. On special occasions the Director will offer this service.
- Only part of our collection is available for loan as part of a previously determined “Loan Collection” and as the inventory is constantly fluctuating we do not have a catalogue of works or an online database from which you can choose.

Process:
1. The departmental contact makes a request via email to lutherbradyart@gmail.com. A description of how many pieces, general sizes, and what type of artwork is discussed and recorded.
2. A representative from the University Art Galleries visits the space and may take pictures, measurements, etc. They would discuss the type of artwork that is wanted in relation to what might be available from the GW Permanent Collection.
3. A list of possibilities is prepared by the staff of the University Art Galleries and sent to the Department for approval.
4. Installation for small jobs may be done by GW Facilities while larger projects, or more valuable pieces of work must be done by an approved art handling company (i.e. Bonsai Fine Arts or Artex). All fees associated with installation must be handled by the department unless there is an agreed upon arrangement made before the installation.
5. Departments pay a fee of $30 per piece installed unless there is an agreed upon arrangement made before the installation.

6. Attached are the terms and conditions set forth for the loan.

There are varied instances when the Brady Art Gallery will receive an influx of artwork that are not part of the GW Permanent Collection. When this occurs, if the amount of artwork is significant, we may organize an art distribution event where offices on campus may select an artwork/artworks for use in their departments. These events will occur irregularly, based on inventory. The rules governing this type of distribution are separate from the regular interdepartmental loan policy and are as follows:

- These specific works of art, distributed during this one-day event, are not part of the George Washington University Permanent Collection.
- These works of art are now in the possession of your department. Your department is responsible for the transportation, hanging, care, and upkeep of this artwork, the frames, and hanging apparatus and any fees associated.
- If and when your department moves, they are responsible for the safe transportation of the artwork to the new location of the department and the hanging in the new location.