

UTSA Art Loan Request Form

**All contact information must be completed before your request can be approved.
To be filled out by borrower.**

Name of UTSA Faculty/Staff requesting artwork: _____
E-Mail address: _____
Department: _____ Phone: _____
Office Location: _____
UTSA account # to be charged: _____

LOCATION OF ARTWORK INSTALLATION:

New Location of Artwork: _____ Building: _____ Room #: _____
Move Current Artwork From: _____ Building: _____ Room #: _____
Required Time for Installation: _____

Type of space:

- _____ Public reception areas/lobbies/hallways
- _____ Department conference room
- _____ Library Conference rooms/reading areas
- _____ Offices of the President, Vice Presidents, Provost & Deans
- _____ Colleges (COA, COB, COEHD, COE, COLFA, COPP, COS, Honors College, ROTC)
- _____ Other (please specify): _____

I have read and agree to the terms and conditions in the UTSA Art Collection Policy*

DEPARTMENTAL AUTHORIZED INDIVIDUAL

Name: _____ Title: _____

Sign: _____ Date: _____

PLEASE PRINT, SIGN & RETURN TO UTSA ART COLLECTION OFFICE

Our UTSA Art Collection guidelines and procedures can be found on our website. The process for artwork requests is as follows:

1. Please complete Art Loan Request form.
2. Once form is received, we will schedule a visit to photograph your space.
3. Arturo Infante Almeida, Art Specialist and Curator for the UTSA Art Collection, will select artwork for your area.
4. Your Department will submit a request through Work Control with the account number to be debited.
5. Lastly, we will schedule a date and time convenient for your Department for the installation.