

## Art Loan Request Procedures

Requests for loans of works of art should be made in writing to UTSA Art Specialist/Curator, Arturo Infante Almeida using the [UTSA Art Loan Request Form](#).

Potential borrowers may download the *UTSA Art Loan Request Form* and associated policies from <http://facilities.utsa.edu/departments/utsa-art-collection/>

By initiating the request process, a department agrees to comply with the conditions and requirements listed within the Art Loan Program Guidelines. Requests for the loan or return of art pieces are handled in the order they are received.

A department wishing to engage in the Art Loan Program will be required to provide the following information through the *UTSA Art Loan Request Form*.

- Kind of space for display of the work of art: private office, semi-public office/department/suite, public access area (e.g., corridor, lobby)
- Levels of natural light (number and location of windows in space) and ultraviolet light to which the art piece will be exposed, including description of window treatments
- Aesthetic preferences (abstract, representational, experimental, conceptual, portraits, landscapes, genre/still life, other subject matter, etc.)

### DELIVERY AND INSTALLATION PERIOD

Date of delivery and installation will be scheduled and handled by the UTSA Art Collection Office in the order in which requests are received, subject to framing needs and other preparation requirements of the loan. Eligible requests may take a minimum of two weeks to complete. Installations will be scheduled twice a week on Tuesdays and Wednesday only, from 9:00 a.m. to 1:00 p.m. Exceptions will be made when an office is vacated or moved and new or additional art that meets the aforementioned eligibility requirements.