

Please fax this Artwork Request form to:  
Mr Mark Stewart  
Office of the Vice Chancellor  
Facsimile: (08) 9360 2931



**Murdoch**  
UNIVERSITY

## University staff Artwork Request form

University staff may request an artwork from the University's Art Collection to be displayed in reception areas or offices by completing this form. All requests will be reviewed on an individual basis and are dependant on artwork availability, adequate environmental conditions for display of artworks and the Art Curator's schedule. The Art Curator will organise a suitable time to view the suggested display location with the staff member.

### Staff contact details:

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Department/Office \_\_\_\_\_

Building \_\_\_\_\_ Room Number/Area Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Is this a request to exchange a new artwork for an existing artwork displayed in your workplace? \_\_\_\_\_

The requested artwork is needed by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Day/Month/Year)

### Location for artwork display:

Campus \_\_\_\_\_ Department/Office \_\_\_\_\_

Building \_\_\_\_\_ Room Number/Area Name \_\_\_\_\_

Dimensions of Display Area (H x W cm) \_\_\_\_\_

### Security and environmental conditions:

Does display wall/area have direct sunlight? \_\_\_\_\_

Does display wall/area have temperate control (air-conditioning)? \_\_\_\_\_

Is there a heater, facsimile or photocopier machine in the display area? \_\_\_\_\_

Does display area have smoke detectors or a sprinkler system? \_\_\_\_\_

Is the display location a public area or does it have limited access? \_\_\_\_\_

Is the display location accessible to the public after regular office hours? \_\_\_\_\_

### Artwork Requests - Terms and Conditions

In accepting artwork(s) from the University's Art Collection to be displayed in your office or reception area staff must abide by the following terms and conditions:

- Your Department will agree to pay for the associated charges to install the artwork(s) by the University's Commercial Services Department.
- Staff will agree to be responsible for monitor the physical condition; safety and security of the artwork(s) displayed within their department and notify the Art Curator immediately of any changes.
- Understand that artwork(s) may need to be taken at anytime by the Art Curator to be used in exhibitions and/or teaching and learning programs. Where possible a suitable artwork will be offered as a replacement
- Any request to move an artwork must be through consultation with the Art Curator. Only the Art Curator can authorise the removal and relocation of an artwork.

As Executive/Dean/Supervisor I understand and agree to follow Murdoch University Art Collection's artwork request terms and conditions on behalf of my Department/School/Office.

Signature of Department  
Executive/Dean/Supervisor

Print Name of Department  
Executive/Dean/Supervisor

Date (day/month/year)