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LOAN FORM FOR TEMPORARY EXHIBITION

Please return to: Researchdata@soton.ac.uk or University of Southampton libraries

Exhibition Title: Love Data Week 2020

Name:

E-mail address:

Department:

Staff or Student:

Degree (if relevant)

Title of work:

Physical Item

What is it made of:

How is the work to be displayed:

Digital Item

System requirements:

Please indicate which dataset used and your methodology (approx. 50 words).

This will be used for labels to accompany the work.

Please tell us a little bit about yourself: this can be about your job, family, interests etc. (approx. 50 words). This will also go on the label in the exhibition.

**Publicity:**

Do you agree to the photographic and/or audio visual documentation of the work to hold in University of Southampton archive? Yes

Do you agree to the photographic and/or audio visual documentation and illustration of the work in the publication, press, television and Website of University of Southampton?

 Yes

Do you agree to the Photographic and/or audio visual illustration of the work to use in the Social networking sites (e.g. Facebook and Twitter) and video streaming websites (e.g. YouTube)? Yes

Do you agree to the work being photographed/filmed by a third party under our supervision for:

1. Publicity of events: Yes
2. Education purposes: Yes

**Liability:**

Whilst every precaution will be made to ensure artworks are not damaged or lost during transportation/installation/de-install, all artworks are loaned at the risk of the artist.

I agree to lend the above work under the conditions stated above.

**Signature:**

Date:

**Please see attached important information about delivery and collection of art works.**

**Delivery of artwork:**

OPTION A) In person at one of University of Southampton Libraries by 5pm 24th January 2020

* + Hartley Library Level 2 Enquiry desk
	+ Winchester School of Art Library Front Desk
	+ Avenue Campus - Library and Learning Commons Help and Information desk.
	+ NOL Library Helpdesk
	+ Health Services Library Loans Desk

OPTION B)

Safe Send to Researchdata@soton.ac.uk by 5pm 24th January 2020

**Packing of artwork:**

Please ensure work is packaged to reduce the risk of damage in transit. Please use reusable packaging that is clearly labelled with your name so we can repackage work to be transported to Library sites.. Please enclose a copy of this form with your submission.

**Collecting artwork:**

For physical submissions, we will contact you after the display to ask where you would like to collect