GALC  The Graphic Arts Loan Collection at the Morrison Library

Borrowing Contract

Borrowers must be in good standing (no fines, no overdue items, and no blocks) in order to borrow a print from the Graphic Arts Loan Collection at the Morrison Library.

Borrowing Guidelines

• The current academic year GALC Borrowing Agreement form must be signed electronically prior to checking out a print.
• Borrowers may check-out up to two prints each academic year beginning with the Fall semester.
• Prints are due a few weeks before the Spring semester ends. The GALC prints do not circulate during the Summer.
• Prints are the property of the University of California.
• You are personally responsible for the prints. You must check out and return them yourself.
• Borrowers may not loan or transfer prints to another person.
• Prints must be returned within two weeks if you withdraw from the university or otherwise lose your university status.
• Prints must not be removed from the frame for any reason.
• Prints must not be copied.
• Prints must not be hung in a damp room or in direct sunlight.
• Clean only with a dry cloth.

Fines and Liability

• You are fully responsible for the good care and safe return of a print.
• If a print or frame is damaged in any way, return it immediately to the Morrison Library.
• You will be billed for repair costs and processing fees. If a print is damaged beyond repair, you will be billed the value of the print plus frame, which could exceed $1,000.
• Prints not returned by the due date can result in being billed the total value of the print and framing, which could exceed $1,000.
• Prints not returned in the packing materials they were checked out in will be charged a $10 materials fee.

Questions?
Morrison Library – (510) 642-3671