SLPL Exhibit Inventory



This form provides an inventory of items loaned to the St. Louis Public Library for an exhibit. Items must be described by the owner in sufficient detail so that the event of loss or damage of the item can be identified. The owner shall establish a valuation for each item. In the event of loss or damage, the owner may have to document value to the Library's insurance company. Send the original of this form to the Business Office, give a copy to the owner.

The maximum exhibit value for which the Library is liable is as follows: Carnegie Room, Central Library -- \$10,000 per exhibit; exhibit cases, Central Library -- \$1,000 per case; and an exhibit at a branch, \$1,000 per exhibit. Higher liabilities may be approved in advance by the Library's Business Manager. Before the Library accepts any liability, this form must be on file with the Library's Business Office. (Note: Each branch shall not have more than one exhibit on display).

one exh	hibit on display).	
Title of E	Exhibit	
Dates of E Address, (Exhibit / to / Location of Exhibit Contact information	
Number of Items (Continue list on an attached page if necessary)	Description: Artist, Title, Media, Dimensions, Weight	Value
		Total Valuation
		Date
Owner N	Name (printed)	
Owner A	Address	
	elephone Number	
	Special valuation: Yes No	
Signature	e of Owner Date _	

Number of Items (Continue list on an attached page if necessary)

Description: Artist, Title, Media, Dimensions, Weight

Value

77	

Total Valuation	
Date	