

**SHARED RESIDENCE**  
A Collaborative Art Project

**Mechanics and Guidelines**

**Borrowers**

1. Applications for the loan of artworks from the Shared Residence project will be open to Loyola Schools students and AdMU employees on **1 March 2017**.
2. Borrowers are required to submit the following:
  - a. Employees: Valid Ateneo ID AND Government-issued ID (PAG-IBIG, SSS, PhilHealth, passport or driver's license)
  - b. Students: Valid Ateneo ID AND current tuition receipt as proof of enrollment
  - c. Shared Residence Borrower's Form, wherein two (2) referees from AdMU are indicated

**Loan of the Artwork**

1. Two (2) days shall be allotted for the processing of the loan and verification of the provided information. After which, the borrower will be notified by text or email when the artwork is ready to be collected.
2. The loan period is a total of two (2) weeks or fourteen (14) days, including Sundays and holidays. In the event that the due date falls on a Sunday or a holiday, the artwork must be returned on the next working day.
3. Loans are not subject to renewal.
4. The borrower must pay a fine of PhP 300 for each day in excess of the loan period.
5. To prevent extended loans, we shall not allow loans with due dates that fall within school holidays.

**Care and Return of the Artwork**

1. Each artwork will be packaged in a box for safe and proper handling and transport.
2. The borrower is held responsible for the artwork during the loan period. This must be mounted/hanged in a space protected from direct sunlight and exposure to moisture and extreme cold or heat.
3. He or she must return the loaned artwork in the condition in which it was received.
4. Should a loaned work get damaged, the borrower shall assume the cost of conservation (restoration, reframing, re-matting, etc.). A professional conservator shall provide a condition report and cost estimate which shall be the basis of fees to be settled.
5. In case of loss due to theft or mishandling, the borrower shall submit an incident report and a signed affidavit of loss. He or she shall replace the artwork with the corresponding value as defined by the respective artist. The value shall remain confidential until such time that an artwork is damaged or lost.
6. All liabilities shall be settled within a period of one (1) month.
7. Should any liability remain unsettled beyond the one month period, the referees shall be held liable and shall assume responsibility for any fees, damages, and replacement.
8. In case of unsettled liabilities, the borrower shall:
  - a. In case of a student, be summoned through the Office of Student Services (OSS) and not be given clearance at the end of the semester.
  - b. In case of an employee, cost of liability shall be determined by and settled with AAG.

**Documentation**

Part of the project concept is to document the various spaces in which each artwork will temporarily reside in. Borrowers are requested to upload photographs of the artwork while in their possession with the hashtag: **#AAGSharedResidence**. These photos will be shared through the AAG social media account and website.

For more inquiries and more information, please contact the AAG, c/o Jay Galang, through 4266001 local 5392 or send an email at [jgalang@ateneo.edu](mailto:jgalang@ateneo.edu)