**Outgoing Loan Form**

|  |  |
| --- | --- |
| **Date:** |  |
| **Loan #:** |  |

**We highly recommend having legal counsel review such documentation. We also recommend having the borrowing institution submit a copy of the** **General Facility Report** **Form.**

**DELETE THIS BOX**

**Contact Information:**

|  |  |  |
| --- | --- | --- |
| Institution:  |  |  |
| Name Last: First: MI: | **Title:**  | State/Country:  |
| Street address: | City:   | Zip code: |
| Phone: | Email: |  |

|  |  |
| --- | --- |
| **Purpose of loan** |  |
|  | [ ]  Exhibition  | Title of Exhibition: |
|  | [ ]  Research |  |
|  | [ ]  Other:  |  |
| **Loan Period** | From [DATE] to [DATE] |
| **Date of shipment**  |  |
| **Method of shipment** |  |
| **Overall Condition:** | [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor |

I have read the conditions above and on the back of the first page of the loan form and agree to be bound by them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Museum Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Lender Signature Date

Please review and sign both copies and return one in the envelope provided. The other copy is for your records.

**Return Information:**

|  |  |
| --- | --- |
| **Overall Condition:** | [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor |

Date returned: Received by:

**Be sure to include an image(s) of the item(s)**

**CONDITIONS GOVERNING OUTGOING LOANS**

**Add in the museum’s own approved Conditions or use these more generic terms to develop your own.**

**DELETE THIS BOX**

**GENERAL**

* Outgoing loans of permanent collection items are made to institutions only.
* Outgoing loans may not be made to a third party without prior written permission from the museum.

**DURATION**

* + The **[Museum]** does not make permanent loans.
	+ Outgoing loans are made for no longer than six-months. If necessary and upon written request, an outgoing loan can be renewed for an additional six-month period.
	+ The museum may recall loans at any time and for any reason. The museum will try to provide at least three months lead time for recall of loans.

**CARE AND EXHIBITION**

* + Loaned items will be protected and always properly cared for.
	+ Items may not be analyzed using destructive sampling or invasive techniques.
	+ Prior written permission is required for restoration, conservation, cleaning, pest treatment, or further preparation of items. If permission is granted for any of the above, a complete written and photographic record of materials and techniques used must be supplied to the museum.
	+ There will be no changes made to the items record or label.

**PACKING AND TRANSPORTATION**

* The borrower shall bear all costs for packing and transportation and shall be at the same level as when items are sent by the museum unless otherwise agreed upon in writing.
* The borrower is expected to return loaned items in original packing material or must provide a suitable substitute.

**COPYRIGHT AND REPRODUCTION**

* + The museum retains copyright to any photograph, or other reproduction unless otherwise agreed upon, in writing.
	+ Without prior written approval from the museum, the borrower shall not photograph, cast, or otherwise reproduce an item except for condition documentation purposes and loan-related publicity.

**INSURANCE**

* Items shall be insured under a wall-to-wall, all risk, fine arts insurance policy for the length of the loan. If the borrower is additionally insured, they will provide the museum with a certificate of insurance listing the museum as such prior to shipment of the objects.
	+ The **[Museum]** will seek appraisals from accredited, unaffiliated appraisers for the replacement value of loaned items when possible. This value will set the coverage amount.
	+ Museum staff will complete a condition report and/or take condition photographs. These records shall be of sufficient quality to establish the validity of an insurance claim.

**CREDIT**

* All outgoing loan items used for exhibition or publication will include a credit line that reads: Courtesy of **[Museum]**.
* The borrower shall provide to the museum, at no cost, a hard or electronic copy of any publication resulting from the loan of items.

I, the undersigned, acknowledge that I agree to the terms and conditions stated in this agreement. **Initial:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_