***Incoming Loan Agreement:***

**Lender:**

Institution or Individual:

Contact:

Address:

Phone:

Email:



**Exhibition Title/Purpose of Loan**:

Exhibition Dates:

Requested Arrival Date:

Requested Return Date:



**Description of object(s)**

***Total insurance value:***

**Credit line:**

*Please review all information for accuracy. Initial and date any and all changes or updates to form.*



**Handling/Shipping Instructions:**

**Climate/lighting requirements:**

**Insured By:**



Lender: Museum Representative:

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Signature, date Signature, date

**Loan Agreement – Conditions\*\***

1. Object(s) lent to the Museum, listed on the face of this form, or on attached lists, shall remain in its possession for the time specified on the face of this form unless other written and mutually agreed upon arrangements are made to the contrary. A minimum of 3 (three) months’ notice is required to remove items from loan prior to the termination date of this agreement and only by mutual consent of the lender and Museum.
2. Museum will offer object(s) left in its custody the same care provided to similar property of its own. Any damage at receipt of the object(s) or while in custody will be immediately noted and reported to the lender. No alteration, restoration, or repair will be undertaken without written approval from the lender. Unless otherwise noted, the lender certifies that the object(s) lent are in good condition and will withstand ordinary exertions of shipping, packing, and display.
3. Unless otherwise noted object(s) on loan will be insured by the Museum through its Insurance Policy against all risks of physical loss or damage from any external cause while on location during the period of the loan. Loans will be insured in transit only if agreed upon in advance and in writing. Insurance will be placed in the amount specified by the lender on the face of this agreement and *must* reflect current market value. In cases of damage or loss, the insurance company may ask the lender to substantiate the insurance valuation. The policy referred to contains the usual exclusions of loss or damage due to such cases as gradual deterioration, moths, vermin, inherent vice, war, invasion, hostilities, insurrection, terrorism, confiscation by order of any government or public authority, or illegal transportation and/or trade. A certificate of insurance will be issued by request only.
4. Object(s) on loan may be photographed and reproduced for normal publicity, catalog and educational purposes, condition reports, and social media. The public is permitted to photograph works on display at the Museum for personal use only.
5. Upon expiration of the loan, the object(s) will be released to the lender or the lenders authorized agent. If, after ninety (90) days following the termination of the loan, the Museum has been unable to contact the lender and no special arrangements have been made for storage or return, object(s) will be stored at the lenders risk and expense, and insurance coverage may be terminated. If object(s) are deemed legally abandoned (per YOUR STATE’S Abandoned Property Law) Museum will take all necessary steps to dispose of or integrate object(s) into its permanent collection.
6. It is incumbent on the lender to notify the Museum of any changes of address or contact information. In case of death or change of ownership, legal documentation must be provided to the Museum as soon as possible and prior to the release of the loan to the authorized representative of the lender.

\*\* Sample conditions only. Museum must perform due diligence through consultation with insurance company or legal counsel to ensure these conditions are appropriate for use.