***Outgoing Loan Agreement:***

**Borrower:**

Institution or Individual:

Contact:

Address:

Phone:

Email:

**Exhibition Title/Purpose of Loan**:

Exhibition Dates:

Requested Arrival Date:

Requested Return Date:

**Description of object(s)** (includes catalog information, itemized values, and credit lines)**:**

***Total insurance value:***

**Handling/Shipping Instructions:**

**Climate/lighting requirements:**

**Insured By:**

The *Borrower* agrees to meet the following general conditions of the loan plus the special requirements for installation, display, and handling

Borrower: Museum Representative:

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Signature, date Signature, date

**Loan Agreement – Conditions\*\***

1. It is understood that artifacts listed on this contract shall remain in the condition in which they are loaned by Museum. Upon receipt and prior to return of the artifacts, the Borrower must make a written record of condition. Loaned artifacts shall not be cleaned, repaired, restored, or altered in any way whatsoever except with prior written permission of the Museum. Artifacts must be maintained in a building equipped to reasonably protect artifacts from fire or flood damage; under 24-hour physical and/or electronic security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. **\*Light, temperature, and humidity levels must be monitored to prevent fading and related damage.**
2. No food or drink is allowed in exhibition spaces where Museum objects are on display or in areas where Museum objects are staged, processed, packed, unpacked, or stored.
3. Museum objects are lent to the borrower for the stated purpose only. Objects will not be loaned to any third party, removed from exhibit, placed in storage, taken to any offsite facility, or used for any other purpose without prior written permission from the Museum.
4. Damages or loss in transit or on the Borrower’s premises shall be reported to the Museum’s Registrar within two (2) business days after the damage or loss is discovered, followed by a full written report, including photographs, within ten (10) business days.
5. Object(s) shall be insured during the period of this loan for the value stated on the faceof this agreement under an “all-risk”, wall-to-wall policy. Insurance values may be reviewed periodically, and the Museum reserves the right to increase coverage. Borrower must provide a “Certificate of Insurance” naming the Museum as “additionally insured” and “loss payee”. Borrower must provide Museum a current, updated General Facilities Report.
6. Museum will review and approve all installation specifications for loaned objects. Packing and transportation shall be approved in advance by the Museum. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar materials, and by the same methods under which the artifacts were received. Any additional instructions provided by the Museum must be followed by the Borrower.
7. Unless otherwise agreed in writing, no reproductions, photography, and/or filming of Museum objects are permitted except photographs taken by the visiting public for personal use and photographs taken to document object condition.
8. Unless otherwise noted, packing, transportation, customs insurance, and other loan related costs and costs identified and required by Museum shall be borne by the Borrower.
9. Artifacts borrowed must be returned in a condition satisfactory to the Museum by the established termination date. Any extension of the loan period must be approved in writing by authorized staff at least 30 days in advance of the loan termination date. It must also be covered by an equal extension of insurance coverage. The Museum reserves the right to recall artifacts from loan on short notice, if necessary. Furthermore, the Museum reserves the right to cancel this loan for good cause at any time and will make every effort to give reasonable notice thereof.
10. In the event of any conflict between this agreement and any contracts, forms, certificates, or the like provided by the Borrower, the terms of this agreement shall take precedence.

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