

**Outgoing Loan Agreement
Natural History Museum X**

Date _____

Borrower

Name _____

Institution _____

Address _____

City/State/Zip _____

Phone _____

Fax _____

E-mail _____

Loan Period

From _____

To _____

Date Returned _____

Reason for Loan

☐ Research ☐ Publication ☐ Exhibition ☐ Education ☐ Artistic Reference

Other (describe): _____

Credit Line _____

Insurance

Total value \$ _____

Insurance provided by ☐ Museum X ☐ LenderCertificate of Insurance required ☐ Yes ☐ No

Shipping

Delivery via _____

Paid by _____

Return via _____

Paid by _____

Object Condition

Outgoing condition: _____

By: _____

Incoming condition: _____

By: _____

*Damage, instability, or evidence of infestation requires further examination by Conservator.*Condition Report required: ☐ Yes ☐ NoEnvironmental Requirements requested: ☐ Yes ☐ No

Objects

List attached _____

List Name: _____

Object #

Description

**Outgoing Loan Agreement
Natural History Museum X Terms**

Registrar's # OL-

1. Loans will normally be made for a period of one year or less. If extensions to the initial period are requested, they must be reviewed by the appropriate curator and written documentation of the extension provided. MUSEUM X reserves the right to terminate a loan at any time before its expiration with reasonable notice to the borrower.
2. Unless otherwise noted, the borrower agrees to assume financial responsibility for all objects on loan from MUSEUM X if lost or damaged. Borrower responsibility begins on the date the objects leave the physical custody and control of MUSEUM X and ends when the objects are received back into the physical custody and control of MUSEUM X.
3. All loan material will have insurance coverage in accordance with accepted MUSEUM X policy. Unless otherwise noted, all costs of wall-to-wall insurance, packing and transportation shall be borne by the borrower, as well as any additional charges which may be incurred through necessary conservation or appraisal. A certificate of insurance, if required by MUSEUM X, shall be furnished to MUSEUM X naming it as an additional insured. Borrower's insurance shall be considered the primary insurance in the event of any loss or damage.
4. Objects will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing.
5. Damages, whether in transit or on the borrower's premises and regardless of cause, shall be immediately reported to the borrower's insurer and MUSEUM X.
6. Objects placed on public exhibit must be in locked or otherwise secure cases, or when large objects are involved, displayed so as to provide maximum security. A Standard Facility Report will be required when deemed necessary. Objects not on display must be stored in a secure area.
7. Loan objects may not be cleaned, repaired, retouched or altered in any way except with the written permission of MUSEUM X. MUSEUM X's identifying marks on the objects will not be removed without written permission of MUSEUM X.
8. Objects covered in this Agreement may be photographed only for record and publicity purposes, reproduction in an exhibition catalog, or for research/scholarly publications, unless different restrictions are attached in writing. A copy of any publication must be provided to MUSEUM X without cost and full credit must be given. Notice of copyright in MUSEUM X will be prominent on any such publication if copyrighted works are included. Notice shall also indicate that the objects are on loan from MUSEUM X. The borrower assumes full legal responsibility for any infringement of literary, copyright or publication rights.
9. The borrower will not reproduce loaned objects in any media now known or developed in future for commercial purposes, and the objects will not be subjected to technical examination of any type involving risk of their physical change without written permission of MUSEUM X.
10. No object, exhibit or reproduction of an object or exhibit will be used in the promotion of a product or service for any purposes which imply the endorsement of the said service or product by MUSEUM X. Any request for use of an object or exhibit for promotional purposes will be reviewed and approved in writing by MUSEUM X.
11. MUSEUM X reserves the right to set any additional conditions or restrictions related to the packing, shipping, insurance, exhibition installation, storage, handling, environmental controls and security of the loan objects which it deems necessary. MUSEUM X may also require, at the expense of the borrower, loan objects be accompanied by a member of its staff who will supervise the care and handling, both outgoing and incoming. All conditions and restrictions shall be made in writing and attached to this Agreement prior to approval of the loan.
12. Loans shall not be transferred by the borrower to another institution without written permission of MUSEUM X.
13. Object stability will be assessed before leaving and upon return to MUSEUM X. MUSEUM X expects that borrowers will treat loaned objects with the highest standards of care.
14. This agreement may be executed in counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. The parties agree that faxed or scanned signatures shall be legally binding and of the same force and effect as original signatures.

The undersigned is an authorized agent of the borrower. Signature acknowledges acceptance of the terms listed above.

Borrower Signature/Name/Title _____ Date _____

Curator _____ Date _____

Chief Curator/
VP of Research & Collections _____ Date _____

President & CEO _____ Date _____