



Outgoing Loan Agreement

Outgoing Loan Number

Loan Period From	Loan Period To	Shipped Date
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Borrower (Last, First MI)	Borrowing Institution		
Mailing Address	City	State	ZIP Code
Telephone Number	Other Telephone Number	E-Mail Address	

In accordance with the conditions printed on the reverse side of this Agreement, the objects listed below are being borrowed for the following purpose(s) only:

Quantity	Object Number/Name	Description	Value

INSURANCE: Insurance To Be Carried by the Museum Insurance To Be Carried by the Borrower Insurance Waived

SPECIAL CONDITIONS AND/OR COMMENTS:

CREDIT LINE:

The Borrower acknowledges that he/she has full power to enter into this Agreement, that he/she has read the conditions printed on the reverse side of this Agreement, and that he/she agrees to abide by said conditions.

Borrower or Authorized Agent	Date	Museum Representative	Date
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Signature of Borrower or Authorized Agent	Date	Signature of Museum Representative	Date
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RETURNED TO MUSEUM ON:



Outgoing Loan Agreement

Protection

1. Objects borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower agrees to meet any special requirements for installation and handling as noted on the face of this Agreement form. Upon receipt and prior to return of the objects, the Borrower must make a written record of condition. The Museum is to be notified immediately, followed by a full written report, including photographs, if damage or loss is discovered. No object may be altered, cleaned, or repaired without the written permission of the Museum. Objects must be maintained in a building equipped to protect objects from fire, smoke, 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. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.

Insurance

1. Objects shall be insured during the period of this loan for the value stated on the face of this Agreement under an all-risk, wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice, repairing, restoration, or retouching process; hostile or warlike action, insurrection, rebellion, nuclear reaction, nuclear radiation, or radioactive contamination. If the Borrower is insuring the object, the Museum must be furnished with a certificate of insurance or a copy of the policy made out in favor of the Museum prior to shipment of the objects. The Museum must be notified in writing at least twenty (20) days prior to any cancellation or meaningful change in the Borrower's policy. Any lapse in coverage, and failure to secure insurance and/or inaction by the Lender regarding notice will not release the Borrower from liability for loss or damage. If insurance is waived, the Borrower agrees to indemnify the Museum for any and all loss or damage to the objects occurring during the course of the loan, except for loss or damage resulting from wear and tear, gradual deterioration, inherent vice, war, and nuclear risk. In the case of loans to Native American tribes, prior to assuming possession of the objects, the Tribe shall provide a certificate of insurance to the Museum and maintain a liability and property insurance policy under which the insurer is prohibited from raising the defense of sovereign immunity as to its liability to the Museum for any loss under said policy. The amount of said insurance policy shall be the replacement value of the loaned item(s).

Packing & Transportation

1. Packing and transportation shall be by safe methods approved by the Museum. Experienced personnel under competent supervision must do unpacking and repacking. Repacking must be done with the same or similar material and boxes, and by the same methods as the objects were received. Any additional instructions will be followed.

Reproduction & Credit

1. Each object shall be labeled and credited to the Museum. No other reproduction is permitted except photographic copies for catalogue and publicity uses related to the stated purpose of the loan.

Costs

1. Unless otherwise noted, all costs of packing, transportation, customs, insurance, and other loan-related costs shall be borne by the Borrower.

Return, Extension & Cancellation

1. Objects lent must be returned to the Museum in satisfactory condition by the stated termination date. The President, or his/her designee, must approve an extension of the loan period in writing and covered by parallel extension of insurance coverage. The Museum reserves the right to recall the objects 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.