

Incoming Loan Form

Loan # Sample

Old Dominion University, Baron and Ellin Gordon Art Galleries, 4509 Monarch Way,
Norfolk, VA 23529

This is to acknowledge receipt of the items listed below from:

Name: _____	Date: <u> / /</u> _____		
Contact: _____	Tracking#: _____		
Address: _____ _____			
City: _____	State: _____	Zip: _____	
Work#: _____	Home#: _____	Fax#: _____	Cell#: _____
Website: _____	Email: _____		

Insurance information:

Company: _____	Policy#: _____	
Rep: _____	Exp date: <u> / /</u> _____	
Phone#: _____	Insured value: _____	Premium: _____

Description:

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Object ID	Object name ---- Description
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Received by: _____ Value: 0.00 Return date: / /

Conditions of Loan Agreement

Care and Preservation

Old Dominion University will give object(s) in its care, custody, and control the same care and treatment provided to comparable property of its own. Object(s) on loan will be given proper care to insure against loss, damage, or deterioration. Old Dominion University must be notified in advance regarding any special requirements for installation and handling. It is understood that object(s) covered by this loan agreement shall remain in the condition in which they were received. No object may be altered, retouched, cleaned or repaired without the written permission of the lender.

Security

Object(s) will be maintained in a location under reasonable safety precautions, reasonable security and protected from unusual temperatures and humidity, excessive light, and from insects, vermin or dirt. Areas where object(s) may be exhibited may include public buildings, educational buildings and gallery spaces that may be open to the public. Every effort will be made to provide a secure environment for object(s) on exhibit. All exhibition areas will be under the control of a responsible university representative, and Campus Police will provide security per university protocols.

Terms of Loan and Return

Object(s) lent to Old Dominion University shall remain in its possession for the time specified;
From: _____ Until: _____ unless prior, specific arrangements are made. Objects may be withdrawn from the exhibition only by mutual consent of the lender and an official representative of the Baron and Ellin Gordon Art Galleries as determined at the time of this agreement. The object(s) will be returned only to the owner or lender to the return address unless the Old Dominion University is notified otherwise in writing before returning.

Object(s) may be withdrawn from the exhibition only by mutual consent of the lender and an official gallery representative as determined at the time of this agreement. The object(s) will be returned only to the lender to the return address specified unless specific arrangements are made in advance.

Insurance

Old Dominion University agrees to exhibit the above named artist's object(s) during the dates mentioned. All object(s) on loan for exhibition to Old Dominion University will be insured at the appraised value, if available, or at the acquisition cost, original cost, or actual cash value from the time the object(s) leave the personal custody of the lender until returned to the personal custody of the lender but not prior to the execution of this form.

Object(s) will be handled with special care at all times to insure against damage.

Object(s) shall be insured for the duration of the loan agreement, except when installed, de-installed and/or packed by the lender or the lender's designee.

Packing and Transportation

Objects will be handled with special care at all times to insure against damage. A responsible person shall be present to supervise the handling, unpacking and repacking of the work in original containers. Objects shall be returned to the lender in the same manner of shipment as it was received unless other arrangements have been agreed upon by the lender and an official representative of the Baron and Ellin Gordon Art Galleries.

Photography

Unless otherwise notified in writing, Old Dominion University has the right to photograph and reproduce photographs of the object(s) on loan for the sole purposes of education, catalog and publicity directly related to the loan. Photography for commercial purposes is prohibited.

I have read the conditions above and agree to them.

_____ Date

Signature of lender

_____ Date

Representative, Baron and Ellin Gordon Galleries Old Dominion University
4509 Monarch Way,
Norfolk, VA 23529
Phone 757.683.6271 FAX 757.451.1011