

Loan Agreement

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

Institution sample _____

Date Out / / _____

Name/Title _____

Due Back / / _____

Address _____

Phone Work _____

Phone Home _____

Purpose _____

Location _____

Transport _____

Insurance _____

Ins. Value _____ Value min \$ _____ max _____

Object ID	Object name ---- Condition	Value
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I have read and accept the attached conditions of the loan _____
Borrower's signature _____ Date _____

Approved and released by: _____
Museum Representative _____ Date _____

Terms of Loan Agreement

1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the museum. The condition is understood to be as stated on the form.
2. All damage to objects at any point in this loan from the out date until returned will be reported to the museum immediately.
3. The objects may not be lent to a third party without the advance approval of the museum.
4. The objects may be photographed only with the permission of the museum. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated on this form and only for the number of times stated. The museum will receive a copy of all photographs for record purposes. All publications of photographs of items in this loan will bear a credit line acknowledging that the objects are the property of the PastPerfect Museum.
5. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The borrower is responsible for returning the loan at the time stated.
6. The museum may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
7. The borrower agrees to use the loan only for the purposes stated on the form.

Borrower hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

I have read and accept the above loan conditions _____
Borrower's signature Date

Approved and Released by: _____
Museum Representative Date

Prepared by: _____
Museum Representative Date

Loan returned and accepted by: _____
Museum Representative Date