



Museum Accessioning and Registration of Collections Online Course

OKMuseums.org



Project made possible with funding from:



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

Module 29: Loans

Oklahoma Museums Association [OKMuseums.org](https://www.okmuseums.org)

Please complete an evaluation at <https://www.surveymonkey.com/r/MARCONLINE>

Anywhere Museum Terms and Conditions for Incoming Loans

1. **Insurance:** The Anywhere Museum assumes the obligation to insure property of others in its care and custody. The insurance is provided on an all risk basis subject to policy conditions. If the lender wishes to secure his/her own insurance coverage, the museum must be supplied with a certificate of insurance naming the museum as additional insured or waiving rights of subrogation. The Anywhere Museum shall not be responsible for any lapses in the lender's coverage.

2. **Care & Preservation:** The Anywhere Museum will protect the property and return it in the same condition as borrowed. Adequate security will be maintained by the museum. Evidence of damage, regardless of who may be responsible for the damage, shall be reported immediately in writing to all parties to the loan. The museum will cooperate fully in processing any insurance claims. No treatment, cleaning, remounting, resetting, or repairing will be done by the museum without written authorization of the lender. No pins, nails, tapes, glues, or other means of support may be used that mark or damage the loan in any way. It is the responsibility of the lender to inform the museum of any special preservation, security, or exhibit needs that may be entailed with this loan.

3. **Packing & Transportation:** Packing will be provided by the lender of the property. The property will be returned packed in the same or similar materials as received unless otherwise authorized by the lender. The Anywhere Museum and the lender will agree upon the method of transportation before the loan period begins. The borrowed objects will be covered for protection while in the care, custody, and control of the museum.

4. **Photography & Reproduction:** The Anywhere Museum agrees not to photograph, duplicate, replicate, or reproduce the borrowed property except for non-profit publicity, documentation, or educational purposes.

5. **Credit:** The Anywhere Museum agrees to use the credit line given on the front of the agreement form to credit ownership of the loaned items in label copy, publicity releases, and in any printed matter.

6. **Expenses:** Expenses incurred as a result of this loan will be assumed by the Anywhere Museum.

7. **Term of Loan:** The term of this loan may be extended for a specific length of time only with the written consent of parties. The LENDER may terminate the loan by the end of the loan period only after written notice has been given to the Anywhere Museum. Fourteen days after receipt of notice is required before a loan may be retrieved. The Anywhere Museum may terminate the loan at any time. Objects shall be retrieved as promptly as possible at the termination of the loan. Storage fees may be charged for objects left more than thirty days after the termination of a loan. Objects left more than five years will be considered a gift to the museum.

Anywhere Museum
P.O. Box 5
Anywhere, OK

Incoming Loan Agreement

Lender

Street Address

City State Zip Code

Area code/Telephone Number Area code/Fax Number

Purpose of loan

Special security and care instructions

Credit line for lender should read as follows

Period of loan to

<u>Accession #</u>	<u>Description</u>	<u>Condition</u>	<u>Insurance Value</u>
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The parties to this loan acknowledge that they have the power to enter into this agreement and that they have read and agree to the conditions on the reverse of this form with the following exceptions: __

Authorized for Anywhere Museum

Date

Authorized for the Lender

Date

Anywhere Museum Terms and Conditions for Outgoing Loans

The Anywhere Museum may lend items or make them available for exhibit and/or research to chartered museums or educational institutions that can provide adequate security for the material loaned. Loans to other institutions may be made only with the written consent of the Board of Trustees.

The following criteria will serve as a guide in determining the availability of material for loan:

6. **SECURITY:** Material exhibited to the public must be adequately secured. It shall be the responsibility of the borrower to see that such adequate security is provided. If the Board feels that there is any danger to such loaned materials through the act of loaning the object, it will not be approved for loan.
6. **INSURANCE:** Borrowers must provide a certificate of insurance for an all-risk policy covering the objects at the value established by the museum. The coverage shall be in effect for the duration of the loan including transit to and from the borrowing institution and while on the institution's premises. If the object is of minimal monetary value, the curator or board of trustees may waive insurance requirements.
6. **CREDIT:** The museum shall be properly credited on all labels, exhibition catalogs, in press releases, and in related materials as the "*Anywhere Museum*".
6. **REPRODUCTION:** Borrowed objects shall not be photographed or reproduced in any form without the express written permission of the museum. No material may be changed, embellished, modified or dismantled in any way by the borrower without written permission of the Board of Trustees of the museum. Material may not be used for any commercial purpose whatever without the written permission of the Board of Trustees of the museum.
6. **PACKING/HANDLING:** Only adequately trained personnel shall be permitted to handle, move or pack materials. Packing for return shipping must be in the same or better than the original packing. All expenses of packing and shipping shall be borne by the borrower. No materials may be loaned to a third party by the borrower without the written permission of the Board of Trustees of the museum.
6. **TERM:** Loans may be made for a period of up to one year. All loans shall be reviewed on a semi-annual basis and either reconfirmed or recalled.

Anywhere Museum
P.O. Box 5
Anywhere, OK

Outgoing Loan Agreement

Borrower

Street Address

City

State

Zip Code

Area code/Telephone Number

Area code/Fax number

Purpose of loan (if exhibited, name of exhibition)

Period of loan _____ to _____

Accession #	Description	Condition	Insurance Value
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The parties to this loan acknowledge that they have the power to enter into this agreement and that they have read and agree to the conditions on the reverse of this form with the following exceptions: __

Authorized for Anywhere Museum

Date

Authorized for the Borrower

Date