

LOAN AGREEMENT

Borrower:

Phone:

Address:

Place of Use:

Responsible Person:

Phone:

Purpose/Exhibit Title:

Exhibit/Use Dates: From:

To:

Loan Dates: From:

To:

Insurance Carrier:

Security Arrangements:

Shipping Arrangements:

Description of use/exhibit:

Description of Display Arrangements:

(include, as appropriate, display cases, lighting, cradles, stands, etc.)

Description and Condition of Material(s):

(include as, appropriate, type of material, author/artist,, title, publication information, call number or accession number, date of work, valuation)

Amount of Insurance:

Special Instructions:

| | | |
|--|-----|----|
| For artwork, may item be reframed or rematted? | Yes | No |
| substitute plexiglas for glass? | Yes | No |

For packing, transport, and installation:

Photographs and Reproductions:

| | | |
|---------------------------------------|-----|----|
| work may be reproduced in the catalog | Yes | No |
| for publicity | Yes | No |
| for educational purposes | Yes | No |

However, it is your responsibility to obtain general permission to publish or reproduction rights.

Credit Line:

CONDITIONS OF LOAN

Care and Preservation

It is understood that all of the loaned materials are the property of Haverford College Library and cannot be replaced. It is therefore guaranteed by the borrower that extreme care will be taken of materials while in their possession. The loaned materials will be displayed under conservationally appropriate conditions. The loaned materials shall not be cleaned, repaired, retouched or altered in any way without written permission from Haverford College Library. Haverford College must be notified immediately if any material on loan is damaged or stolen. In addition, materials belonging to Haverford College and lent to the borrower must not be then lent by the borrower to a third party or moved to another exhibition location without prior written authorization from Haverford College. The materials to be loaned will be jointly inspected by a representative from the Borrower and a representative from Haverford College to verify and agree upon stated condition of the materials. The borrower will pay any fees attendant on travel of the loaned materials (condition assessment, photography, etc.)

Transportation and Packing

Materials included in this loan shall be packed for shipment by an experienced and competent packer. The materials shall be repacked in the lender's crate for return to Haverford College by the same manner of shipment unless otherwise mutually agreed upon by both parties. The work will be returned only to Haverford College at the address on the reverse unless the Borrower is notified by Haverford College Library in writing to the contrary. If the legal ownership of the work shall change during the duration of this loan, whether by reason of death, sale, insolvency, gift or otherwise, the new owner or agent may, prior to its return be required to establish his legal right to receive the object by proof satisfactory to the Borrower. All details of transportation must be arranged at least two weeks before materials are picked up.

Insurance

Insurance, packing, transportation and any other necessary charges incurred in connection with this loan will be charged to the Borrower unless otherwise indicated. The Borrower will insure the work on a wall-to-wall basis under a fine arts policy (or other policy appropriate for the type of materials being borrowed) for the amount specified above by Haverford College against all risks of physical loss or damage from any external cause while in transit and on location during the period of this loan. The Borrower's policy is to contain the usual exclusions for loss and damage to the work due to wear and tear, gradual deterioration, insects, vermin, inherent vice, nuclear reaction, radiation or radioactive contamination, and risks of war and warlike action when not in overseas transit. Haverford College agrees that, in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the insurer, hereby releasing the Borrower, each of the participating institutions, and the Trustees, officers, agents and employees of the Borrower and of each of the participating institutions from liability for any and all claims arising out of such loss or damage. If Haverford College does not have a value set upon the materials, it is the responsibility of the Borrower to arrange for an appraisal. The Borrower will send a copy of the appraisal to the Haverford College Library. All insurance arrangements must be made at least two weeks prior to transport of materials.

Publicity and Photography

Permission for the reproduction of the borrowed works for publicity purposes and public relations connected with the loan may be obtained from Haverford College. All borrowed materials must be credited to Haverford College according to the credit line on page one.

Signature of borrower

Title

Date

Signature of lender

Title

Date