

National Services Te Paerangi

Fact Sheet 19: Template - Loan Agreement (outgoing) drawing up a financial plan

Borrower:

In accordance with the following conditions, the item/s listed below will be borrowed for:

Purpose:

Exhibition Title:

Itinerary and Dates:

Period of loan:

Total Insurance Value:

Item/s:

Artist:

Title:

Date:

Medium:

Value:

Credit line:

Accession No:

XXX MUSEUM OUTGOING LOAN AGREEMENT CONDITIONS

- Protection of Collection Item/s
The Borrower will, at all times, ensure that the collection item/s are treated with all due care to ensure protection against loss, damage or deterioration as outlined in sections five and seven of these loan conditions. Should loss, damage or deterioration occur, XXX Museum must be informed immediately and in detail.
- Period of Loan
The Borrower will collect and return the collection item/s to the XXX Museum within the dates specified under the heading 'Period of Loan' on page one of this agreement. Any extension of the loan period must be approved in writing by the XXX Museum.
- Insurance
Unless otherwise stated, the Borrower will insure the collection item/s for the amount specified under the heading/s 'Valuation' stated in this agreement from the time the collection item/s leave the XXX Museum until the collection item/s are returned to the XXX Museum under an all risk, wall to wall policy. Prior to the dispatch of the collection item/s the Borrower will, if requested, provide the XXX Museum with a Certificate of Insurance unless an alternative arrangement is made.
- Condition of Collection Item/s
The XXX Museum will prepare a condition report/s to accompany the collection item/s being borrowed. The Borrower will complete the accompanying condition report/s upon the arrival and unpacking of the collection item/s at each venue and immediately prior to the departure of the collection item/s from that venue.

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Borrower:

page

5. Packing and Transportation
Packing and transportation will be made by safe methods approved in advance by the Registrar, XXX Museum. The Borrower must, at all times, protect the collection item/s from direct sunlight, rain, excessive humidity and excessively dry conditions whenever the collection item/s are in transit. Repacking must be done with the same or similar material and crates, and by the same methods as the collection item/s were received. Any special instructions must be followed in detail.
6. Damage to Collection Item/s
The Borrower must report any damage or loss immediately to the XXX Museum. Should damage have occurred during transit, the carrier must be notified at once, and all packing materials must be saved until the XXX Museum and the carrier have inspected the collection item/s, materials and the damage.
7. Exhibition of Collection Item/s
The Borrower must at all times protect the borrowed item/s from excessive humidity and excessively dry conditions. In addition, all watercolours, drawings, prints, photographs and textiles will be protected against fading, scorching and cockling by direct or reflected sunlight, strong artificial light, fluorescent light or proximity to heat sources. Installation instructions specified by the Lender will be adhered to.
8. Exhibition Itinerary and Dates
The Borrower may only exhibit the work/s at the venues and between those dates specified under the heading 'Exhibition Itinerary and Dates' on page one of this agreement. Any variation of the exhibition itinerary and dates must be approved in writing by the XXX Museum.
9. Credit
The Borrower will acknowledge the XXX Museum in the form indicated under the heading 'Credit Line' on exhibition labels, the catalogue, and in any permitted reproduction of the collection item/s.
10. Copyright and Reproduction
The Borrower must order photographs of the collection item/s for reproduction, publicity and educational purposes through the XXX Museum, as copyright issues may be involved.
11. Return of the Collection Items
At the end of the loan period, the collection item/s must be returned to the XXX Museum according to an agreed method of shipment and schedule, as approved by the XXX Museum.
12. Costs
All costs associated with the packing, transportation and display of the collection items must be met by the Borrower.

I have read and agreed to the attached loan conditions and certify that I have full authority to enter into this agreement:

Signed: Date:

Title:

Approval for the XXX Museum:

Signed: Date:

Title:

(Please sign and return both copies for signature by the XXX Museum as soon as possible. A copy will then be forwarded to you for your records.)

Source: *He Rauemi Resource Guide No. 23: Managing Loans, pg 18*
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page

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