

AGREEMENT FOR OUTGOING LOAN

Purpose of Loan:

Inclusive Dates of Loan:

Borrower:

Email:

Telephone:

Authorized by: _____

Chief Curator, CHS

Collections Staff, CHS

Object(s):

[Title, maker, date. Accession number]

Credit line: [Donor/museum fund], Courtesy of the Connecticut Historical Society, chs.org

Insurance value:

Total insurance value:

CONDITIONS OF THIS LOAN AS STATED ABOVE AND ON REVERSE ARE ACCEPTED

Signed (borrower): _____ Date: _____

Title: _____

CONDITIONS OF LOAN

1. The following terms are agreed to by the borrower:
 - a. The borrower must place wall-to-wall insurance coverage on the full value of the object(s) listed on the front of this form against any and all loss, including theft, naming The Connecticut Historical Society ("CHS") as the insured. Such insurance shall cover the object(s) while in transit and during use or exhibition. **A Certificate of Insurance must be provided to the CHS prior to the commencement of the loan.**
 - b. Maximum security must be provided for the loan object(s) while in transit or on exhibition, subject to CHS review and approval.
 - c. Any damage or loss must be reported to the CHS's Chief Curator immediately.
 - d. The object(s) may not be cleaned, restored or altered in any way without written approval of the CHS's Chief Curator.
 - e. All packing and transportation costs shall be borne by the borrower. A loan processing fee of \$50 per object will be charged.
 - f. The object(s) may not be reproduced in any media for purposes of sale, nor may such object be subjected to technical examination without prior written permission of the CHS.
 - g. Photography of the object(s) for exhibition publicity and educational uses is permitted. Photography by gallery visitors is prohibited.
 - h. Borrower shall provide installation photograph(s) of loan object(s).
2. CHS reserves the right of immediate recall or substitution of any or all loan objects at any time during the period of the loan.
3. The loan commences with shipment of object(s) to or pick-up by the borrower (or borrower's legal representative) and terminates upon return of the object(s) to the CHS.
4. Loans are restricted to a maximum of one year, but the loan of certain objects may be renewable for an additional one-year period.
5. In the event of any loss or damage whatsoever to any loan object(s), the borrower shall be financially responsible to CHS, to the amount of insured value, for all or any portion of such loss or damage not paid by borrower's insurer. However, said responsibility shall not relieve the borrower from obtaining insurance as provided above.
6. Signature of borrower on front of this agreement indicates acceptance of CONDITIONS OF LOAN as stated above.