



AGREEMENT FOR OUTGOING LOAN

Loan to:
Address:
Telephone:
From (MHS collection):
Loan purpose:
Exhibit dates:
Loan dates:
Location of items while on loan:

DESCRIPTION OF LOAN ITEMS:

INSURANCE VALUES:

INSURANCE (please review conditions on reverse and select one of the following options):

- Borrower will insure loan under own policy and will forward certificate of insurance to Minnesota Historical Society prior to shipment
- Minnesota Historical Society waives the insurance requirement

PACKING AND SHIPPING

Items will be packed by: Minnesota Historical Society Staff
 Packing charges to be paid by borrower: Yes No
 Items will be shipped to:
 Shipment via:



LENDER NAME as it should appear in **CREDIT LINE** for exhibition label and catalog:

From the Collections of the Minnesota Historical Society

SPECIAL REQUIREMENTS for installation and handling:

BORROWER: I have read and agree to the conditions on the reverse of this form and certify that I am authorized to agree thereto.

Signature _____ Date _____
 Title _____

APPROVED FOR MINNESOTA HISTORICAL SOCIETY BY:

Signature _____ Date _____
 Title _____

Borrower: Please sign both copies and return one copy to MHS Central Registrar at the address below. The other copy is for your records.

CONDITIONS GOVERNING LOANS FROM THE COLLECTIONS OF THE MINNESOTA HISTORICAL SOCIETY

In consideration of the Minnesota Historical Society's agreement to make this loan, the borrower agrees to the following terms and conditions:

POLICY

The Minnesota Historical Society (MHS) lends materials from its collections only to museums, historical societies, libraries, and other organizations which in MHS's judgment can comply with the conditions stated below. Loans will generally not be approved for extremely fragile items, frequently used holdings, or materials that will be used soon in forthcoming exhibits at MHS.

CARE, PRESERVATION, AND EXHIBITION

Items borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The borrower agrees to meet any special requirements for installation and handling that may be specified by MHS. Furthermore, MHS may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan at the expense of the borrower. All items lent by MHS have been examined and are considered to be in sound condition for loan. Upon receipt and prior to return of the item(s), the borrower must make a written record of condition.

MHS's Central Registrar is to be notified immediately, followed by a full written report, including photographs, if damage or loss is discovered. No item may be altered, cleaned, or repaired without prior written permission of MHS. Items must be maintained in a building equipped to protect items from fire, smoke, or flood damage; under 24-hour physical and/or electronic security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Items must be handled only by experienced personnel. Items included in exhibits must be secured from damage and theft by appropriate brackets, railings, display case, or other responsible means.

Items borrowed shall be kept at the location specified on the front of this agreement. Borrower may not lend items to any third party.

INSURANCE AND LIABILITY

Borrower is liable for any loss or damage to items borrowed from the time they leave MHS possession until they are returned to MHS possession.

Unless stated otherwise on the face of this agreement, items shall be insured at the borrower's expense during the period of this loan for the value stated on the face of this agreement under an all-risk wall-to-wall policy subject to MHS approval.

If the borrower is insuring the item(s), MHS must be furnished with a certificate of insurance naming MHS as an additional insured or a copy of the policy, at MHS's option, prior to shipment of the item(s). The MHS Central Registrar must be notified in writing at least 20 days prior to any cancellation or change in the borrower's policy. Any lapses in coverage, any failure to secure insurance and/or any inaction by the lender regarding notice will not release the borrower from liability for loss or damage.

Insurance value may be reviewed periodically and MHS reserves the right to increase coverage if reasonably justified during the loan period. In the event of loss or damage, the borrower's maximum liability will be limited to the insurance limits required under this agreement, whether such insurance is in effect or not.

If insurance is waived, the borrower agrees to indemnify MHS for any and all loss or damage to the item(s) occurring during the course of the loan, except for loss or damage resulting from wear and tear, gradual deterioration, inherent vice, war and nuclear risk.

PACKING AND TRANSPORTATION

Packing and transportation shall be by safe methods approved in advance by MHS. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar material and boxes, and by the same methods as the item(s) was received. Any additional instructions specified by MHS will be followed.

Unless otherwise specified, all costs of conservation, packing, transportation, customs, and other loan-related costs from the time each item leaves the premises until returned, shall be borne by the borrower.

REPRODUCTION AND CREDIT

Each item that is displayed or published shall be labeled and credited to the Minnesota Historical Society with the exact credit line appearing on the face of this agreement. Unless otherwise stipulated in writing, the borrower has the right to photograph and reproduce photographs of the loan item(s) for record, publication, and publicity purposes directly related to the loan. The borrower may not reproduce loan item(s) in any media for purposes of sale without prior written approval from MHS.

RETURN/EXTENSION/CANCELLATION

Items lent must be returned to MHS in satisfactory condition by the date specified on the face of this agreement unless an extension of the loan period has been requested by the lender and approved in writing by MHS. If the loan period is extended, insurance coverage must also be extended for the full loan period. MHS reserves the right to recall the item(s) from loan on short notice, if necessary. Furthermore, MHS reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

INTERPRETATION

In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling. All of the terms and conditions of the MHS Receipt for Outgoing Items are incorporated herein by reference and made a part of this agreement. This agreement shall be construed in accordance with the law of the State of Minnesota.