

# OUTGOING LOAN AGREEMENT

The Borrower agrees to borrow the object(s) listed below from the Chester County Historical Society subject to the conditions and terms specified on the reverse of this loan agreement.

Borrower \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
 Purpose (check one) Exhibit \_\_\_\_\_ Lecture \_\_\_\_\_ Study \_\_\_\_\_ Evaluation \_\_\_\_\_ Conservation \_\_\_\_\_ Research \_\_\_\_\_  
 Title/Date \_\_\_\_\_  
 Loan Period From \_\_\_\_\_ To \_\_\_\_\_  
 Credit Line **Chester County Historical Society, West Chester, PA**

| DESCRIPTION OF OBJECTS |      |             |           |                 |
|------------------------|------|-------------|-----------|-----------------|
| Number                 | Name | Description | Condition | Insurance Value |

Check one: Insurance carried by CCHS \_\_\_ by Borrower \_\_\_ (insurance certificate required)  
 Transportation: \_\_\_\_\_

The Borrower acknowledges that s/he has full power to accept this loan, that s/he has read and accepts the conditions on the reverse.

CCHS \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Borrower \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Object Loaned \_\_\_\_\_ Date \_\_\_\_\_ Object Received \_\_\_\_\_ Date \_\_\_\_\_

CCHS

Borrower

Object Returned \_\_\_\_\_ Date \_\_\_\_\_ Object Returned \_\_\_\_\_ Date \_\_\_\_\_

CCHS

Borrower

Conditions governing outgoing loans from the Chester County Historical Society (CCHS).

The date of the loan will commence with the date of shipment to the Borrower and will terminate on the date specified. Any extension of time beyond the date of expiration of the loan must be requested in writing within a reasonable time prior to such expiration date.

**CARE AND PRESERVATION:** Borrower will exercise reasonable and proper care in handling the items. Objects shall be protected and secured at all times, including during packing, handling, transport, and exhibition. They shall be protected against direct sunlight, strong artificial light, excessive humid or dry conditions and proximity to heat source.

Borrower is responsible for all packing and shipping costs, including costs in connection with recall by the Lender, unless other arrangements are made with the Lender. The method of transportation will be agreed upon by all parties to the loan and may be assigned by the Lender.

Unless otherwise noted, each object is loaned in good condition and is to remain as received. Borrower will not permit any washing, cleaning, repair, unframing, removal from mats, mounts or bases or other physical alteration of any of the borrowed items without the prior, written permission of the Lender.

**TRANSPORTATION AND PACKING:** Borrower will insure each item in the amount of value indicated, said insurance to be in force while the items are on Borrower's premises and during transit to and from Lender, or the Lender will provide insurance for the period of the loan and will bill the Borrower directly for such coverage. A certificate of insurance must be filed with the Society before loans can be released.

**INSURANCE:** Borrower agrees to hold Lender harmless from any and all claims, actions, judgments and liability that may occur as a result of this loan, including reasonable attorney's fees and costs.

In the event of any loss or damages, however, they occur and regardless of who may be responsible, shall be reported the Lender immediately. No action will be taken without the permission of the Lender. The Borrower shall be financially responsible to the Lender on the basis of the established value for any loss or damage to loaned objects. However, said responsibility shall not relieve the Borrower from obtaining insurance as provided above.

**PUBLICITY AND PHOTOGRAPHY:** Borrower will not photograph or otherwise reproduce any of the borrowed items without the formal prior permission of the Lender.

**RETURN OF LOANS:** Borrower agrees to return all the items to Lender on or before the date specified.

Borrower and Lender agree that any or all of the items on loan may be recalled by Lender, prior to the normal expiration date of this loan, upon thirty days' written notice to Borrower.

Long-term loans are subject to yearly renewal.

Each object shall at all times bear a proper descriptive label with information furnished by the Lender and including the words, "Chester County Historical Society, West Chester, Pennsylvania."

The Borrower will provide as a courtesy the Lender with copies of publications, research materials, photographs of the exhibit, and publicity that include the Lenders' collections.

No items may be used for purposes other than those for which the loan is made or loaned to a third party without the written agreement of the Society.

Any violation of the terms of this agreement will be sufficient reason for immediate recall of loan items by the Society. All changes in the agreement must be in writing with the consent of both parties.