

# TEMPORARY CUSTODY FORM

The object(s) described below has (have) been received by the CCHS for approval. In due course the Society will determine whether or not such article(s), or a portion of them, should be accepted, and the donor will be duly notified accordingly by mail to the address given below.

## ARTICLES PROPOSED TO BE DONATED

Object(s)	Description	Owner's Valuation
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The depositor hereby accepts in full the conditions and terms of the incoming receipt, as stated above and on the reverse.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_ Title \_\_\_\_\_

Name of depositor or authorized agent (printed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Received by CCHS \_\_\_\_\_ Title \_\_\_\_\_

Returned to Depositor by CCHS \_\_\_\_\_ Date \_\_\_\_\_

Received by Depositor \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONS OF TEMPORARY CUSTODY

Custody of the item(s) listed on the face of this receipt is acknowledged by the Chester County Historical Society subject to the following conditions:

1. The Chester County Historical Society will not carry any insurance against loss, theft, destruction, or damage to such item(s).
2. CCHS will give objects left in its custody the same care provided similar property of its own.
3. In the event that the CCHS decides not to accept item(s) offered for its collections and so notifies the owner in writing, the owner has thirty days from the date of receipt of notification to reclaim the item(s). If said item(s) is not reclaimed within the thirty-day period, the CCHS shall have the right to dispose of such property in any manner it may choose, or to place it in storage at the owner's risk and expense. CCHS shall have no obligation to account for or to pay any proceeds so received.
4. Items accepted into the collection of the CCHS will become exclusive and absolute property of the CCHS and may be exhibited, loaned, retained, or disposed of in the best interests of the CCHS.
5. Unless the CCHS is notified in writing to the contrary, it is understood that the objects in the custody of CCHS may be photographed and reproduced in the Society's publications and for publicity purposes connected with a specific exhibition; and that slides of them may be made and distributed by the Society for educational use. CCHS shall not be responsible to pay any royalty, license, or use fee.

# DONOR AGREEMENT

## DONOR INFORMATION

## OBJECT INFORMATION

## PROVENANCE

The Chester County Historical Society received this donation \_\_\_\_\_, 2004.

I/We hereby give the above item(s) to the Chester County Historical Society as an outright, irrevocable, and unconditional gift to be used at the Society's discretion. All items listed will be handled according to the Society's Collections Management Policy.

The undersigned warrants the above property to free from all liens and encumbrances and that the undersigned has power and authority to transfer the title and copyright to same. No goods or services were provided in exchange for this transfer.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Donation may be publicly acknowledged? ☐ Yes ☐ No Access. # \_\_\_\_\_

The above gift is gratefully accepted on behalf of the Chester County Historical Society by

\_\_\_\_\_  
Ellen E. Endslow, Director of Collections Date \_\_\_\_\_

# CCHS CATALOG WORKSHEET

Location: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ ACC. # \_\_\_\_\_

Item category (general): \_\_\_\_\_

Item classification (specific): \_\_\_\_\_

Object name / title: \_\_\_\_\_

Maker / Maker bio: \_\_\_\_\_

Type/style: \_\_\_\_\_ Culture: \_\_\_\_\_

Place made: \_\_\_\_\_

Date made: \_\_\_\_\_ Dating Note: \_\_\_\_\_

Materials: \_\_\_\_\_

Measurements: H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ Dia \_\_\_\_\_ Waist \_\_\_\_\_ Back length \_\_\_\_\_

(Inches) H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ Dia \_\_\_\_\_ Waist \_\_\_\_\_ Back length \_\_\_\_\_

H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ Dia \_\_\_\_\_ Waist \_\_\_\_\_ Back length \_\_\_\_\_

Description (color, shape, technique, etc.): \_\_\_\_\_

Acquisition credit line: \_\_\_\_\_

Acquisition method (circle one):    donation                  bequest                  purchase                  found in collection

Acquisition date: \_\_\_\_\_ Acquisition notes: \_\_\_\_\_

Value: \_\_\_\_\_ Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_

Subjects / Themes: \_\_\_\_\_

General Notes: \_\_\_\_\_

Inscription (type, text, location): \_\_\_\_\_

Condition: \_\_\_\_\_

Exhibitions: \_\_\_\_\_

Bibliography: \_\_\_\_\_

Provenance: \_\_\_\_\_

Donor Work Complete: \_\_\_\_\_ Photographed: \_\_\_\_\_ Entered into Computer: \_\_\_\_\_

# INCOMING LOAN AGREEMENT

The Lender agrees to loan the below named object(s) to the Chester County Historical Society for the purpose checked below and terms specified on the reverse of this loan agreement.

## Lender

### Contact

**Purpose (check one)**   Exhibit   Lecture   Study   Evaluation   Conservation   Research

**Title/Date**

**Loan Period**                      **From**                                      **To**

**Credit Line**    Courtesy of \_\_\_\_\_

		DESCRIPTION OF OBJECTS		
Number	Name	Description	Condition	Insurance Value

Check one: Insurance carried by CCHS \_\_\_ by Lender \_\_\_

Lender requires a certificate of insurance   Yes\_\_\_ No\_\_\_

Transportation: Courier will be Mary Brooks of Westtown School unless arrangements with CCHS are made otherwise.

The conditions and terms of this loan as stated above and on the reverse side are accepted in full. The Lender acknowledges that s/he has full power to make this loan, that s/he has read the conditions on the reverse and that s/he agrees to abide by said conditions.

Lender \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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

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

Lender

Lender

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

CCHS

CCHS

Conditions governing loan of objects to the Chester County Historical Society (CCHS):

Objects lent to CCHS shall remain in its possession for the time specified on the face of this agreement unless specific arrangements confirmed in writing are made for extension of the loan. Objects may be withdrawn from exhibition only by mutual consent of the Lender and the Director of CCHS. Loans will be returned only the Lender or authorized representative.

**CARE AND PRESERVATION:** CCHS will give objects left in its custody the same care provided similar property of its own. Evidence of damage to objects at the time of receipt or while in the Society's custody will be reported immediately to the Lender. No alteration, conservation, restoration, or repair to the objects will be undertaken without the written authorization of the Lender unless otherwise noted. The Lender certifies that the objects lent are in good condition and will withstand ordinary strains of packing, transportation and exhibition.

**TRANSPORTATION AND PACKING:** Costs of transportation and packing will be carried by the CCHS unless the loan is at the Lender's request. The method of shipment as agreed upon by both parties will be as noted on the face hereof. An experienced and competent packer shall pack materials included in the loan for shipment.

**INSURANCE:** Unless otherwise instructed in writing, CCHS will insure objects lent to it under a fine arts policy, for the amount specified on the face of this agreement, against all risks of physical loss of damage from any external cause while in transit and on location during the period of the loan. The policy referred to contains the usual exclusions of loss or damage due to such causes as gradual deterioration, moths, vermin, inherent vice, war, invasion, hostilities, insurrection, confiscation by order of any government or public authority, risks of contraband or illegal transportation and/or trade. A certificate of insurance will be sent upon request. If the Lender chooses to maintain his/her own insurance, the Lender should issue a waiver of subrogation against the Society, releasing the Society from any liability in connection with the objects cited on this agreement.

Insurance coverage will terminate at the end of the loan. The Lender agrees that in the event of loss or damage, recovery if any, shall be limited to such amount as may be paid by the insurer, hereby releasing the Society, its officers, agents and employees from liability for any and all claims arising out of such loss or damage. For insurance purposes we required the Lender to list valuations on the front side of the form.

**PUBLICITY AND PHOTOGRAPHY:** Unless CCHS is notified in writing to the contrary, it is understood that the objects on loan may be photographed and reproduced in the Society's publication and for publicity purposes connected with this exhibition; and that slides of it may be made and distributed by the Society for educational use. CCHS shall not be responsible to pay any royalty, license or use fee.

**RETURN OF LOANS:** Upon expiration of the loan, the object(s) will be released to the Lender according to the Lender's instructions. If, after ninety days, CCHS is unable to contact the Lender following expiration of the loan and no special arrangements have been made for the return of the loan, the object(s) will be placed in storage at the Lender's risk and expense, and insurance coverage by CCHS discontinued. In case of change of legal ownership during the loan period, the new owner will be required to establish his or its legal right, title, and interest in and to such object(s) by proof satisfactory to CCHS. Objects remaining unclaimed for a period of one year shall become the sole property of CCHS.

# 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

Credit Line   **Chester County Historical Society, West Chester, PA**

DESCRIPTION OF OBJECTS				
<u>Number</u>	<u>Name</u>	<u>Description</u>	<u>Condition</u>	<u>Insurance Value</u>

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.