

Conditions of Agreement for Outgoing Loans

Protection:

1. Objects borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The borrower agrees to meet the special requirements for installation and handling as noted on the face of this agreement form.
2. No object may be cleaned, altered or repaired without the written permission of the Tri-Cities Historical Museum (TCHM).
3. Objects must be maintained in a building equipped to protect objects from fire, smoke or flood damage and against extreme temperature and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Objects shall be handled only by experienced personnel and shall be secured from damage and theft by appropriate brackets, railings, display cases or other responsible means.

Insurance:

1. Objects shall be insured 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 the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice, repairing, restoring, or retouching process, hostile or warlike action, insurrections, rebellion, nuclear reaction, nuclear radiation, or radioactive contamination.
2. If the insurance is waived, the Borrower agrees to indemnify the TCHM for any and all loss or damage to the objects occurring during the course of the loan except for loss or damage resulting from ware and tear, gradual deterioration, inherent vice, war and nuclear risk.

Packing and Transportation:

1. Packing and transportation shall be by safe methods approved in advance by the TCHM.

Reproduction and Credit:

1. Each object shall be labeled and credited to the Tri-Cities Historical Museum, unless the TCHM agrees to other arrangements. Unless otherwise stipulated in writing by the museum, the visiting public may take impromptu photographs, but no other reproduction is permitted except photographic copies of catalog and publicity uses related to the stated purpose of the loan.,

Cost:

1. Unless otherwise noted, all cost of packing, transportation customs, insurance and other loan-related costs shall be borne by the borrower.

Return/Extension/Cancellation:

1. Objects lent must be returned to the TCHM in satisfactory condition by the stated termination date. The Curator must approve an extension of the loan. The TCHM reserves the right to recall the object from loan on short notice, if necessary.
2. The museum reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

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For office use only:

Date removed from museum: _____ Date returned to museum: _____
Accounting: _____ Registrar: _____
6th Month Check: _____ 12th Month Check: _____
18th Month Check: _____ Museum location: _____