**Loan Agreement**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Loanee)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street Address)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City, State, Zip Code)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Picked up by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone and email)

Shipped via:\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of object(s) including accession number(s):**

Please complete Conditions Governing Loan of Archeological Itemsin addition to this form.

This material is:

[ ] Loan at your request for [ ] Exhibit [ ] Research [ ] Other

Material received in good order by Loanee: Material returned to Loaner:

Loanee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies to: Loanee, Station Archeologist, Registrar Revised 7/2001

**Conditions Governing Loan of Archeological Items**

No Item of the collection is to be experimented with for purposes of analysis, altered, cleaned, or otherwise damaged, without the specific written permission form the Survey Registrar, Collections Manager, or the Survey Archeologist in whose care the collection resides.

Items borrowed for exhibition purposes must be exhibited in secure cases in adequately protected areas during the period of the loan.

The borrower must maintain constant and adequate protection of loan materials from the hazards of fire, exposure to deteriorating light, extremes of temperature and relative humidity, insects, dirt, theft, and handling by unauthorized or inexperienced personnel.

Loans are made to institutions and not individuals, except under unusual circumstances. It is understood that the person signing the loan agreement is responsible for insuring that conditions of the loans are met. Borrowed items will not be sublet or transferred to another institution or individual.

Loans can be made for up to 12 months in duration, and may be renewed upon request. The loan period will not exceed a period of 5 years.

Upon receipt and prior to return of the items, the borrower shall inspect items for damage and make comments about the damage immediately to the Survey Registrar, Collections Manager, or appropriate Survey Archeologist in whose care the collection resides.

Copies of any photographs taken of individual items, part of items, or groups of items must be deposited with Survey. Any such photographs published should have proper acknowledgment. Conversely, the Survey will not use such photographs without appropriate notification and acknowledgment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loanee Signature Survey Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Copies to: Loanee, Station Archeologist, Registrar