

## Agreement for Loan

Loan Number:

<b>BORROWER:</b>	Name:	
	Address:	
	Telephone:	Fax:
	Email:	Web:

<b>LENDER</b>	Name: Special Collections Research Center	
	Address: Syracuse University Libraries, 222 Waverly Ave, Syracuse, NY 13244	
	Telephone: 315-443-2697	Fax: 315-443-2671
	Email: scrc@syr.edu	Web http://scrc.syr.edu

In Accordance with the Terms and Conditions Printed on the Reverse, the Items Listed Below are Borrowed for the Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

For the Purpose of: \_\_\_\_\_

ITEM IDENTIFICATION	CONDITION	VALUE

**SHIPPING AND PACKAGING** (Arrangements will be as follows, unless otherwise agreed to in writing.):

**CREDIT LINE:**

**Special Collections Research Center, Syracuse University Libraries**

Signature of Lender	Date	Signature of Borrower	Date
Title		Title	

# Special Collections Research Center, Syracuse University Libraries

## Terms & Conditions For Agreement for Loan

### CONDITIONS OF LOAN

Items are loaned **only** with the permission of the SCRC Staff, who may deny or restrict loan of records for exhibit, or require use of copies in lieu of original records, when the physical condition of such records might be endangered by use. The SCRC Staff may deny loan for exhibit if the prospective borrowing institution does not demonstrate the ability to meet requirements for safe transport, exhibit, and custody of records. Loaned items may not be exhibited for more than six months.

SCRC staff will examine and document all records to be loaned prior to their release and following their return. The SCRC Staff reserves the right to inspect the exhibit site prior to and/or during the exhibit and to recall the borrowed items at any time. Any damage sustained during the loan period must be reported immediately to the SCRC Staff. The borrower is **not** authorized to rehouse any loaned item or conduct conservation treatment on it without the **written** permission of the SCRC Staff. The borrower is required to obtain the approval of the SCRC Staff prior to using photographs of SCRC documents for publicity purposes and to provide the SCRC Staff with copies of all publicity relating to the exhibit. The borrower may be required to provide the SCRC Staff with photographs of the loaned item on display at the exhibit site.

### CARE AND EXHIBITION

The borrower will exercise the same care for the borrowed items as it does in the safekeeping of comparable property of its own.

Evidence of damage or loss will be reported immediately to the lender.

Unless authorized in writing by the lender, the borrower will not alter, clean, repair, or restore the items.

The lender reserves the right to inspect the installation of the loan to ensure that standard conservation practices are observed.

### ENVIRONMENT

The environment in the building or exhibit area in which the loaned item is housed should be maintained with the temperature at 60 to 70 degrees F, not fluctuating more than three degrees daily (per 24 hours), and the relative humidity between 30 and 50 percent, not fluctuating more than 3 percent daily.

Light levels in the exhibit area in which the loaned item is housed should not exceed 15 footcandles. Levels of ultraviolet light in the exhibit area should not exceed 75 uw/lumen. Loaned items should not be exhibited in an area that receives direct sunlight. Ultraviolet light filtration devices should be placed at an effective position between the item and any light source that contains ultraviolet light.

### REPRODUCTION AND CREDIT

Except for loan-related publicity and condition documentation purposes, the borrower may not photograph or otherwise reproduce the items without written permission from the lender.

Copies of any catalog or other material bearing descriptions or images of the items will be sent to the lender as a courtesy.

Unless otherwise instructed in writing, the borrower will give credit to the lender as specified on the face of this agreement in any publications or exhibit labels.

### SECURITY AND PROTECTION

The borrowing institution must demonstrate the ability to adequately protect the loaned items from theft, vandalism, fire, and other disasters while they are in its custody. The number of security personnel and their equipment and training must be appropriate to the facility and potential risk. An appropriate back-up system to security personnel, such as television monitoring and alarms, should be functioning at all times. The exhibitor may be required to provide a detailed security plan as part of the loan application.

The borrowing institution must provide adequate fire protection using accepted fire detection and suppression/extinction systems. The borrowing institution must have written disaster preparedness and recovery plans.

### INSURANCE

Insurance should be provided by the exhibitor in an amount that the SCRC and the insurance carrier agree is a fair market value, consistent with historic and financial value and sufficient to encourage vigilance. A copy of the certificate of insurance is required.

**TRANSPORTATION AND PACKING**

The loaned items will be packaged by the SCRC’s staff in a container(s) that provides adequate physical support and protection. They should be returned in the same packaging.

A transportation plan must be submitted to the appropriate local authority before final approval can be granted. A detailed itinerary is required prior to the release of material.

Items should be protected from undue environmental fluctuations during transport and storage.

Loaned items may be handled as necessary by authorized staff only. Authorized staff should be experienced, responsible individuals, whose work is supervised by the Exhibit Supervisor or his/her agent.

**CHANGE IN OWNERSHIP AND/OR ADDRESS**

It is the responsibility of the lender or his/her agent to notify the borrower promptly in writing if there is any change in ownership of the items or if there is a change in the identity or address of the lender.

If the legal ownership of the objects changes during the pendency of this loan, the new owner may prior to its return, be required to establish his/her legal right to receive the items.

**TERMINATION**

Unless otherwise agreed to in writing, the loan shall terminate on the date given on the face of the agreement.

Upon termination of the loan, the borrower will return the items to the lender at the address stated on the face of the agreement or a location mutually agreed upon in writing by the borrower and lender.

When the loan is returned, a receipt form will be completed and returned promptly to the borrower. If the lender does not sign and return the form within 30 days after mailing, the borrower will not be responsible for any damage or loss.

**ADDITIONAL CONDITIONS:**