

# Museum Collection Incoming Loan Agreement

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**This is to acknowledge receipt of the items listed below from:**

Name:	_____	Date:	_____	_____
Contact:	_____			
Address:	_____			
	_____			
City:	_____	State:	<u>OH</u>	Zip: _____
Work#:	_____	Home#:	_____	Cell#: _____
Website:	_____	Email:	_____	

The above named individual or organization (hereafter referred to as The Lender) is lending to the Lake County Historical Society (LCHS) the objects listed (see attachment) for display at the History Center and under the conditions set forth in this agreement.

## Conditions:

1. The LCHS agrees to treat the object(s) lent to the museum as if they were the property of the museum.
2. The LCHS agrees to use the object(s) only in the manner and for the purpose stated and will not lend to a third party.
3. In the event of damage or loss, the LCHS agrees to compensate The Lender up for the object as provided for in the liability insurance (certificate of liability insurance attached).
4. This loan may not be for more than one year from deliver of the object(s). In the event that the loan is extended, a new loan form must be executed.
5. The LCHS will surrender the object(s) to The Lender only upon The Lender's signing this form and indicating that the loan has been returned. If The Lender cannot receive the loan personally, the estate, or the third party must have proof of their authority to receive the loan.
6. A registered letter is considered an adequate notice of the museum's attempt to notify the lender of their attempt to return the loan.
7. The LCHS reserves the right to display all or part of the object (s) on loan, and reserves the right to interpret the object (s) in the display as deemed appropriate by the LCHS.
8. This agreement may be amended by the agreement of both parties at any time during the loan.

## LCHS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## The Lender

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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Object(s): _____ _____ _____ _____ _____
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**Release:**

Received in \_\_\_\_\_ condition.

Received By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_

Released for the LCHS by:

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_