NORTH PARK UNIVERSITY

Agreement for Loan

BORROWER:	Name	
	Address	
	Telephone	Fax

LENDER	Name	
	Address	
	Telephone	Fax

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: _____

DESCRIPTION	CONDITION	VALUE

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

Signature of Lender	Date	Signature of Borrower	Date
Title		Title	

Terms & Conditions For Agreement for Loan

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.

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.

INSURANCE

Unless otherwise agreed to in writing, the borrower will insure the loan from the time it leaves the lender until it returns to the same, in the amount determined by the lender.

Prior to release of the loan, the borrower must provide proof of insurance.

If insurance is waived by the lender, this waiver shall constitute the agreement of the lender to release and hold harmless the borrower from any liability for damages to or loss of the loan.

The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the lender from the borrower in the event of loss or damage.

TRANSPORTATION AND PACKING

The borrower will make arrival and departure condition records of the loan.

The lender shall be entitled to prescribe and approve methods of packing and shipping, to which both lender and borrower must agree in writing.

Costs of transportation and packing will be borne by the borrower unless otherwise agreed to in writing.

Borrower will return the loan in the original packing material or crate or an equivalent substitute.

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: