



South Hero Bicentennial Museum

Route 2 | South Hero | Vermont

Incoming Loan Agreement

The lender hereby agrees to lend to the South Hero Bicentennial Museum and the South Hero Bicentennial Museum agrees to accept into custody the object(s) listed below, for the purpose(s) stated and for the dates stated. The lender also confirms by his/her signature that he/she has read and agrees to all the “*Conditions for Incoming Loans*” as stated on the reverse.

Name: _____
(Print)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

LENDER SIGNATURE: _____ DATE: _____

MUSEUM REPRESENTATIVE: _____ DATE: _____

Description of object(s)

Purpose for Loan:

Dates of Loan: _____ until _____

Conditions for Incoming Loans

As a general rule, loans are not accepted because of the expense involved in housing, handling, maintaining, and exhibiting them. Exceptions to this general policy may be made for the following reasons:

1. It seems likely that the loan will eventually become the property of the museum.
2. The object offered is very rare.
3. The object offered is needed to complete or to enhance an exhibit.
4. A collection of related objects which is an exhibit in itself is offered for a temporary exhibit for a definite period of time.

An offered loan which meets one or more of the above criteria may be accepted by the museum director.

Extension, Return, Cancellation, Abandoned Property

The object(s) in custody may remain in the possession of the Museum for the time specified in the contract, but may be returned to the Lender at any time earlier by the Museum. If an extension is requested for long-term research, examination, or exhibition, the Museum will make a formal, written request to the Lender.

Unless otherwise noted in writing, the Museum will return the items only to the Lender and only at the address/number/email specified in the agreement. The Museum assumes no responsibility to search for a Lender who cannot be reached at the address/number/email specified in this agreement. The Lender will/may be required to pick up the object at his or her convenience.

The loan is made with the understanding that the object(s) will be in the Museum's possession during the entire period requested. Any intention by the Lender to recall or cancel the loan must be for good cause, communicated to the Museum with at least two (2) weeks' notice, and will result in the Lender's responsibility to transport the object. The Museum will attain written approval from the Lender if it desires an extension for the loan period.

If, after 90 days beyond termination of the loan date noted on the contract, pursuing all possible means of contact, and in accordance with any legal requirements, the Lender cannot be found or the Lender refuses to accept the return of the items on loan, it shall be deemed abandoned property, and become the property of the Museum. The Museum may accession the object(s) or dispose of it in an appropriate manner, which may include sale; donation to another museum, library, or archive for educational purposes; exchange with another museum or non-profit institution; use in educational and research programs at the Museum; or physical destruction. As it becomes expedient to do so, the museum staff will make efforts to change the status of loans already accepted to those of gifts.

Care and Preservation

The Museum will exercise the same care with respect to the object(s) on deposit as it does with comparable property of its own. The Museum will not alter, clean or repair objects on deposit. The museum has no insurance on any holding and cannot reimburse the owner for loss or damage.