

**BEAVER ISLAND DISTRICT LIBRARY
INCOMING LOAN AGREEMENT**

DATE:

OWNER:

ADDRESS:

PERIOD OF LOAN:

REASON FOR LOAN:

ITEM(S) ON LOAN TO THE BEAVER ISLAND DISTRICT LIBRARY:

- 1.
- 2.
- 3.

AGREEMENT AND CONDITION OF LOAN: (ALSO SEE TERMS AND CONDITIONS) This loan may be cancelled and returned to the Owner at any time giving 30-day notice to the Library. The item(s) listed above will be publicly acknowledged as on loan from _____.

All loaned objects will receive the same care as artifacts owned in the collection of the Beaver Island District Library.

LENDER SIGNATURE

DATE

LIBRARY SIGNER (BORROWER)

DATE

Received by _____

DATE

Returned by _____

DATE

**LOAN
TERMS AND CONDITIONS**

1. Loaned objects shall remain in the possession of the Beaver Island District Library (Library) in the exhibition for which they have been borrowed for the time specified on the first page of this agreement, except that the Library may withdraw such objects from exhibition at any time. Loaned objects will be returned to the lender at the address set forth on the first page of this agreement, unless the Library receives previous written instructions to the contrary. If at any time while loaned objects are its possession, the Library receives notice that legal ownership of any loaned object may have changed, whether by reason of death, sale, insolvency, gift, or otherwise, the Library may require proof of ownership prior to returning any such loaned objects.
2. Loaned objects will be given the same care as the Beaver Island District Library gives comparable property of its own.
3. No restoration, repair, or cleaning of objects will be performed by the Library without the lender's prior permission in writing.
4. The Library may photograph objects and the photographs may be reproduced for an exhibit catalog or Library publicity purposes. Loaned objects may be photographed by the general public unless the lender previously notifies the Library in writing that such photographs are to be prohibited.
5. At the end of the loan period, the Library shall have an absolute right to return loaned objects to the lender. If the Library after reasonable efforts, is unable to through no fault of its own to return any loaned object within 60 days after the end of the loan period, then the Library shall have an absolute right to place such objects in storage, and to charge reasonable storage fees and costs of insurance against the lender. If after two years the loaned objects shall not have been reclaimed, then in consideration for storage and insurance costs, and any other reasonable costs, the loaned objects shall become the unrestricted gift to the Library which may be dealt with in such manner as the Library deems appropriate.
6. Lenders may be acknowledged in exhibition labels unless the lender requests anonymity.
7. Lenders shall inform the Library of any change in their address.