**Outgoing Loan Agreement**

The Ohio History Connection agrees, subject to the conditions noted below and on the reverse of

this form, to lend the object(s) described below to:

**Borrowing Institution Name and Address**

 <Borrower>

 <addressPlace1>

 <addressPlace2>

 <addressMunicipality>, <addressStateOrProvince> <addressPostCode>

**Purpose**

<loanOutNote>

**Loan Period**

 <loanOutDate> through <loanReturnDate>

**Additional Terms and Conditions**

<specialConditionsOfLoan>

**Itemized List of Objects [Sum\_number\_of\_objects] Item(s) $[Sum\_valueAmounts]**

 *Catalog Number:* *Item Name/Description:* *Value:*

 <objectNumber> <title> $<valueAmount>

 <material>

 <dimensionSummary>

**Signatures**

 *Borrower* *Date*

 <lendersAuthorizer> *for the Ohio History Connection* *Date* *CMT meeting* <groupEarliestSingleDate>

**Terms and Conditions for Outgoing Loans**

1. The Ohio History Connection (OHC) lends materials from its collections to institutions or organizations for educational or research purposes.

**Care and Handling**

1. The borrower shall provide professionally-accepted care and protection for each object. Each object shall remain in the condition in which it was received.
2. The borrower agrees not to undertake any cleaning, restoration or repair, or to make any alterations to items covered by this agreement without written approval of the Ohio History Connection
3. Ohio Connection numbers or tags must not be removed.
4. Methods used to mount an object for exhibition purposes must be approved by the Ohio History Connection. The Ohio History Connection reserves the right to give binding instructions to borrowers in these matters.
5. The Ohio History Connection shall specify the method of packing and shipping to and from the borrower. Loan materials must be returned in the same containers and packaging. The Ohio History Connection reserves the right to give binding instructions to borrowers in these matters.
6. All handling, packing and transportation costs incurred during the loan period are the responsibility of the borrowing institution.

**Insurance**

1. Each object shall be insured at the borrower's expense against loss, damage and deterioration.
2. Insurance in the amount of the value determined by the Ohio History Connection must be carried in force from the time the objects are removed from the Society until the objects are returned in satisfactory condition. This must be an all-risk, wall-to-wall policy subject to standard exclusions. The borrower may elect to 1) insure the loan under the borrower's policy, or 2) in the case in which the total value of the loan is less than $1,000, the borrower may agree to assume liability for loss or damage. Either a certificate of insurance or a letter stating the borrower's intention to be self-insured must be on file in the Registrar's Office prior to the shipping date.
3. The borrower agrees to compensate and reimburse the Ohio History Connection for all direct and indirect costs attendant to the repair, restoration, replacement or recovery of the above-described material in the event of its loss, theft, damage or destruction while in the possession of the borrower.

**Photography and Credit**

1. The borrower may photograph the objects only for record and publicity purposes related to this exhibit. Written permission must be obtained from the Ohio History Connection for all other uses and types of reproductions.
2. In exhibit labels, catalogues and press releases and all other appropriate situations, the Ohio History Connection is to be credited as lender. Credit shall include the donor's name if specifically requested.
3. Borrower agrees to display an exhibit label whenever there is not other means of crediting the Ohio Historical Society as the lender.
4. Information about the object(s) used for labels, catalogs or for any other purpose shall conform to data furnished by the Ohio History Connection.

**Loan Period**

1. Loan periods shall not exceed one year.
2. This loan agreement may be extended for an additional period upon mutual agreement of both parties. Request for an extension must be made at least six weeks prior to the end of this agreement.
3. The Ohio History Connection reserves the right to revoke this agreement and recall any object for its own purpose upon thirty (30) days’ notice of the borrower.
4. In the event that the borrower fails to return loaned objects, the borrower shall reimburse the Ohio History Connection for all expenses incurred by OHC to recover possession of such objects.

 rev. 2003