



**Outgoing Loan Agreement  
Fixed Term**  
 470 Queensway Avenue  
 Kelowna, B.C. V1Y 6S7  
 Phone: (250) 763-2417 ext. 29  
 Fax: (250) 763-5722  
 asnyder@kelownamuseums.ca

**Name of Borrower:** \_\_\_\_\_

**Organization/Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_

\_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

\_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Website:** \_\_\_\_\_

**Date of Loan:** \_\_\_\_\_ **Return of Loan:** \_\_\_\_\_

Month / Day / Year Month / Day / Year

**Purpose of Loan:**

Temporary Exhibition       Photography       Publication       Research/Identification

Conservation Assessment/ Treatment       Other \_\_\_\_\_

	<u>Accession No.</u>	<u>Description</u>	<u>Condition</u> *	<u>Value</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*Description of Condition: (E)xcellent, (G)ood, (F)air, (P)oor* See page 3 for additional object list.

**RETURN RECEIPT:** *Kelowna Museums Society has received all above-mentioned property.*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Kelowna Museums Society Representative)

\* The Kelowna Museums Society will produce and keep an Artefact Assessment for each object being loaned. When the objects are returned the condition will be reassessed and compared to the original report.

**Kelowna Museums Society - Outgoing Loan Agreement/ Fixed Term**

**Conditions for Outgoing Loan:**

1. The Borrower will not repair or alter the object(s) in any way; no treatments, including cleaning, may be performed by the Borrower without written permission of the Kelowna Museums Society, unless the preservation of the object(s) makes such action imperative.
2. The Borrower shall provide the object(s) the same standard of care and safekeeping as it provides comparable property of its own. Any damage or change in condition of the loaned object(s) must be reported to the Kelowna Museums Society immediately.
3. Insurance will be maintained by the Borrower to cover all risks of transportation to and from the Kelowna Museums Society and while the objects are in the Borrower's care: insurance costs will be borne by the borrower during the entire term of the loan.
4. All costs for handling and packing, including packing crates and materials, and of transportation will be borne by the Borrower. Custom regulations will be complied with for international shipments.
5. The Borrower must provide adequate security for the object(s). If unable to provide such security the Kelowna Museums Society must be notified immediately. The Kelowna Museums Society may take such steps as is necessary to protect the object(s) up to, and including recalling the loan.
6. The Borrower must provide adequate support for the object(s); where deemed necessary, exhibit support parameters will be supplied, when possible, by the Kelowna Museums Society.
7. No other use of the object(s) shall be permitted during the period of the loan. The borrower shall not reproduce, examine for scientific purposes or photograph (other than for condition reporting) the object(s), without written permission from the Kelowna Museums Society.
8. The loaned object(s) will be returned to the Kelowna Museums Society on or before the return date, using the same type of packing materials and methods as were supplied in the original shipping.
9. This agreement binds the Kelowna Museums Society and the Borrower (and the Borrowing Institution) and their respective legal representatives, heirs, successors, and assigns. Any release or waiver given is deemed to also be given to its trustees, directors, officers, agents and employees.

**We agree to follow the conditions of the loan agreement as outlined herein:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Borrower's Signature, Title and Affiliation**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Kelowna Museums Society Representative Signature**

*The Kelowna Museums Society complies with the Personal Information Protection Act of British Columbia. Personal information is collected for the purposes of Museum services, charitable appeals and events related exclusively to the Kelowna Museums Society. We do not provide or exchange this information to or with any other organizations or business.*

**Kelowna Museums Society - Outgoing Loan Agreement/ Fixed Term**

	<u>Accession No.</u>	<u>Description</u>	<u>Condition*</u>	<u>Value</u>
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

*Description of Condition: (E)xcellent, (G)ood, (F)air, (P)oor*

**Notes:**

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\* The Kelowna Museums will produce and keep an Artefact Assessment for each borrowed object. When the objects are returned the condition will be reassessed and compared to the original report.