

**OUTGOING LOAN AGREEMENT**  
**HARRY P. WEBER UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS**

**TERMS AND CONDITIONS**

THIS AGREEMENT IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

In consideration of the mutual arrangements and obligations set forth herein, the University Archives/Evans Library (Lender) in accord with the Florida Institute of Technology and the hosting institution (Borrower) agree to the following terms and conditions:

**POLICY**

This agreement form is to be used when objects are loaned to other departments or institutions by the University Archives/Evans Library for purposes such as temporary exhibit or research. This agreement covers all the terms and conditions of the loan unless specifically stated otherwise.

**CARE, PRESERVATION, AND EXHIBITION**

1. Evans Library (Lender) expects the Borrower will give borrowed items the same care as it does its own. Precautions will be taken to protect items from fire, theft, mishandling, dirt and insects, extremes of light, temperature, humidity and other environmental factors while in the Borrower's custody.
2. Evidence of damage at the time of receiving or while in the Borrower's custody will be reported immediately to the Lender through the use of a Condition Report.
3. No alteration, restoration, or repair of loaned items will be undertaken without the written authorization and approval of the Lender.
4. Evans Library retains the right to determine when, where, and how long objects borrowed will be exhibited. The Lender retains the right to cancel the loan upon reasonable notice to the Borrower and the Borrower must return the work promptly to the Lender.

**TRANSPORTATION AND PACKING**

1. The Lender certifies that the items lent are in such condition as to withstand strains caused by packing and transportation and are packed in a professional and careful manner so as to not cause damage to the items. A written report of the condition of the items (Condition Report) prior to shipment will be sent by the Lender; otherwise, it will be assumed that the items are received in the same condition as when leaving the Evans Library's possession. Condition Reports will be made by the Borrower upon arrival and prior to departure.
2. The method of shipment (to and from) must be agreed upon by both parties.
3. Evans Library will implement its own professional standards regarding the packing and unpacking of loaned objects. All packing materials and boxes must be stored by the Borrower for the duration of the exhibition period and returned in the same fashion by which it was shipped.

**REPRODUCTION**

1. The loan items may be photographed by the Borrower for educational, catalog, and publicity related print. It is understood that objects on exhibit MAY BE photographed by the general public, with exception to flash photography.

**CHANGE IN OWNERSHIP OR ADDRESS**

1. It is the responsibility of the Evans Library to notify the Borrower if there is any transfer in ownership of the items or a change of address of the Lender.

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#### INSURANCE

1. The Borrower is responsible for insuring loans while items are on their premises (wall-to-wall) under its own insurance policy. Evans Library must be supplied with a Certificate of Insurance prior to shipping. A Certificate of Insurance is not required for interdepartmental loans.
2. Evans Library shall not be responsible for any error or deficiency in information furnished by the Borrower or for any lapses in such coverage.
3. In event of damage and possible insurance claims, Evans Library will notify the Borrower within 30 days of return of the borrowed materials.
4. The amount payable by insurance secured in accordance with this agreement and Evans Library is the sole recovery available to the Lender in the event of loss or damage.

#### RETURN OF LOANS

1. Unless otherwise changed and agreed upon in writing, a loan terminates on the date specified on the Outgoing Loan Agreement. Prior to termination of the loan, the Borrower and the Lender must make contact to arrange for the return of the objects.

Loan Number: \_\_\_\_\_ Date: \_\_\_\_\_

Loan agreement by and between University Archives/Evans Library of Florida Institute of Technology, and:

Borrower: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Loan Purpose: \_\_\_\_\_

Exhibition dates: \_\_\_\_\_ Loan dates: \_\_\_\_\_

Location of the objects while on loan: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DESCRIPTION (include the condition of the item)**

**INSURANCE VALUE**


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**DELIVERY:** Delivery arrangements below will be followed unless changed in writing following approval from both parties:

**Objects will be delivered from:**

University Archivist  
University Archives / Evans Library  
Florida Institute of Technology  
150 West University Blvd.,  
Melbourne, FL, 32901-6975

**Objects will be delivered to:**

Borrower: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and agree to the above conditions:

LENDER: University Archives/ Evans Library, Florida Institute of Technology

**LENDER:** \_\_\_\_\_  
Print Name, Title Signature

DATE: \_\_\_\_\_

**Co-LENDER:** \_\_\_\_\_  
Print Name, Title Signature

DATE: \_\_\_\_\_

**BORROWER** \_\_\_\_\_  
Print Name, Title Signature

DATE: \_\_\_\_\_

**WITNESS** \_\_\_\_\_  
Print Name, Title Signature

DATE: \_\_\_\_\_