

ON CAMPUS LOAN AGREEMENT BETWEEN:

LENDING COLLECTION, "LENDER"		"BORROWER"	
Faculty/Department: _____		Faculty/Department: _____	
Registered Collection: _____		Registered Collection: _____	
Contact Name , Title: _____		Contact Name , Title: _____	
Campus Address: _____		Campus Address: _____	
Phone: _____	Fax: _____	Phone: _____	Fax: _____
E-mail: _____		E-mail: _____	

DESCRIPTION OF OBJECT(S) ON LOAN

Accession Number	Object Description	General Condition

Hereafter referred to as "Loaned Object(s)" continuation sheet

Total Insured Value of Loan (if applicable):		Total # of Loaned Object(s):	
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PURPOSE(S) OF LOAN

- | | |
|---|--|
| <input type="checkbox"/> display | <input type="checkbox"/> for study by _____ |
| <input type="checkbox"/> research | <input type="checkbox"/> teaching (course code: _____) |
| <input type="checkbox"/> for identification | <input type="checkbox"/> Other _____ |

DURATION OF LOAN

From: _____ (YY/MM/DD) To: _____ (YY/MM/DD)
 Location(s) of Loaned Object(s) during loan: _____

ACCEPTANCE OF TERMS

I have read the attached Terms of the Loan and understand the requirements and restrictions by which I agree to be bound:

On behalf of the Borrower:	On behalf of the Lending Collection:
Name, Title: _____	Name, Curator: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

ACKNOWLEDGEMENT OF RETURN

The above referenced object(s) was/were returned in good condition:

On behalf of the Borrower:	On behalf of the Lending Collection:
Name, Title: _____	Name, Curator: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

TERMS OF THE LOAN

General Conditions

- The Lender agrees to permit the Borrower to borrow the Loaned Object(s) upon the terms and conditions herein set out.
- The Borrower agrees to the terms laid out in this document, as well as any additional terms or conditions provided in writing to the Borrower by the Lender.
- This Loan is made on the condition that the Borrower is formally and contractually associated with the University of Alberta (e.g. Faculty member). Should the Borrower's status change at any time during the term of this Loan, the Loaned Object(s) will be returned immediately to the Lender.

Term of Loan

- Unless specified below, the Borrower will return the Loaned Object(s) at the time specified on this agreement and in their packaging materials as loaned, or using a reasonable substitute.

Special Requirements:

- The Lender reserves the right to withdraw the loan at any time should the safety of the Loaned Object(s) be endangered in the opinion of the Lender, in its sole discretion.
- The Lender further reserves the right to request the return of the Loaned Object(s) on seven (7) days' notice.
- If the Borrower wishes to request a change in the dates, schedule or other conditions of the agreement, they must submit the request in writing to the Lender for approval.
- Loans will not be made for periods longer than three (3) years. Loans required for periods longer than three (3) years are renewable triennially with the consent of the Lender.

Care and Handling, Installation and Display, Packing and Transportation of the Loaned Object(s)

- The Borrower is to make every effort to prevent loss or damage to the Loaned Object(s).
- Where applicable, the Borrower will provide a written outline of the planned method of mounting and displaying the Loaned Object(s) to the Lender for approval based on the sensitivities of the Loaned Object(s).
- The Lender will identify any objects not in good condition prior to delivery.
- The Borrower will use safe packing and transportation methods.
- The Borrower will verify the contents of the consignment, and its condition, upon its arrival and acknowledge receipt.
- The Borrower will report changes in the condition or damages of any kind, either to the Loaned Object(s) or packing and storage materials.
- The Loaned Object(s) is not to be conserved, fumigated, repaired, reinforced or otherwise altered in any way without the written permission of the Lender.
- The Borrower agrees that no preparation or destructive sampling will be carried out on the Loaned Object(s) without prior written permission from the Lender.

Facilities and Security

- The Borrower will keep the Loaned Object(s) at the location(s) specified on the front of this Agreement and not permit the Loaned Object(s) to be kept at any other location(s).
- The Borrower shall not lend the Loaned Object(s) to any third party or affiliate of the Borrower
- The Borrower must protect the Loaned Object(s) from all risks, including without limitation, theft, fire, flood, exposure to harmful levels of light or environment, pests, dirt and handling by untrained persons.

Rights, Reproductions and Credit Lines

- The Borrower will obtain written permission from the Lender for the reproduction of the Loaned Object(s).
- The Borrower shall not grant any third parties the right to exhibit or make copies of the objects unless it has received written permission from the Lender.

Additional Conditions:
