



INCOMING LOAN AGREEMENT

Lender: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: *home* _____ Work: _____

Purpose of Loan: _____

Date of Loan: _____

Date Loan Out: _____ Date Loan returned: _____

Object(s): *Include a brief yet clearly identifiable description including condition and value*

INSURANCE:

The Northfield Historical Society (NHS) will insure all objects listed above under the its policy and will pay for coverage during the loan period.

SHIPPING INSTRUCTIONS:

CONDITIONS GOVERNING INCOMING LOANS

1. Loaned objects shall remain in the condition in which they arrived. No restoration, repair, or cleaning of objects shall occur without the prior written permission from the lender.
2. Each object shall be given special care to insure against loss, damage, or deterioration, and when necessary a suitable case shall be provided for exhibition and protection. The NHS shall provide suitable protections against theft, fire and damage from any cause at all times. Unless special permission is granted in writing for outdoor exhibitions, objects shall be protected at all times against direct sunlight, rain, humidity, heat and strong light. Should loss, damage, or deterioration be noted, whether in transit or on the NHS premises, regardless of who may be responsible, the lender shall be informed immediately and in detail.

The signatures below indicate the conditions of this loans stated above are accepted

Signature and Title of Lender or Representative

date

Signature and Title of NHS Representative

date