



Vermont History Center
60 Washington Street
Barre, VT 05641-4209
802.479.8500

VHS Museum
Pavilion Building
109 State Street
Montpelier, VT 05609-0901
802.828.2291

INCOMING LOAN AGREEMENT

Loaned by:

Date:

(Items will be returned to this address unless otherwise notified.)

Exhibit and dates:

Pick up and return dates:

Other information:

Description of item(s):

INSURANCE – Insurance coverage on the loan will be negotiated between the owner and the Vermont Historical Society (VHS). VHS insures? _____ Owner insures? _____

It is mutually understood that the VHS carries only limited insurance on loans.

Insurance valuation: _____

I/We have read and agree to all the conditions above and on the reverse side of this agreement.

I/We certify that I/we have full authority to enter into this agreement.

Signature and title of lender Date
(Owner _____ or Authorized Agent _____)

Signature and title for VHS Date

The above items were returned to the Lender/owner by the VHS on: _____

By _____
(Signature and title of VHS representative)

By _____
(Signature of owner or owner's representative)

CONDITIONS

- 1) The Vermont Historical Society (VHS) will give to the item(s) lent the same care as it does to items of its own. It is understood by the Lender and the VHS that all items are subject to deterioration for which neither party is responsible.
- 2) No repairs, alterations, including unmatting or rematting of items, or conservation treatment of loaned items shall be undertaken without written authorization of the Lender.
- 3) It is the responsibility of the Lender to notify the VHS in writing if there is a change of ownership of the item lent or if there is a change in the name or address of the Lender.
- 4) A loan terminates on the date specified on the face of this agreement. No loan shall be accepted for a period longer than two years; however, a loan may be renewable if both the Lender and the VHS agree on the terms. The item lent will be returned only to the Lender of record. In case of uncertainty, a claimant will be required to establish legal authority by proof satisfactory to the VHS.
- 5) When the item loaned is returned, the Lender will be required to sign the receipt section on this loan form.
- 6) If the VHS's reasonable efforts to return the item lent within a reasonable period following the termination of the loan are unsuccessful then the item will be maintained at the Lender's risk for a maximum of two years. If after two years the object has not been claimed, then and in consideration of maintenance and safeguarding, the Lender/owner will be deemed to have made the object lent an unrestricted gift to the VHS.