



**MUSEUM OF FLORIDA HISTORY**  
 R. A. Gray Building  
 500 South Bronough Street  
 Tallahassee, Florida 32399-0250  
 (850) 245-6400 • FAX (850) 245-6433

[Borrower Contact Information]

**Purpose of Loan:**

**Loan Period:**

**Method of Shipment/Delivery:**

**Number of Cartons:**

Accession No.

Description/Condition

MFH Staff Use Only

continues on attached sheets

**Terms and Conditions of Agreement on reverse**

Authorized and approved by

\_\_\_\_\_  
 Signature/Title of Authorized Staff

\_\_\_\_\_  
 Date

All of the above items were RECEIVED in good condition except as noted. I hereby agree to the terms and conditions on the reverse.

\_\_\_\_\_  
 Borrower's Signature

\_\_\_\_\_  
 Date

All of the above items were RETURNED in good condition except as noted.

\_\_\_\_\_  
 Signature/Title of Authorized Staff

\_\_\_\_\_  
 Date

## CONDITIONS FOR OUTGOING LOANS

### 1. PROTECTION

- a) The borrower agrees to assume full responsibility for the safety of the borrowed objects during the period of the loan and to return the objects in the same condition as received.
- b) Objects must be exhibited in an adequately guarded space and protected from handling, damage, and theft with appropriate railings, display cases, and/or other means.
- c) Any damage, loss, or theft must be reported immediately to the lender. No cleaning, repair work, reframing, or other physical treatment will be done without permission of the lender.
- d) All artifacts must remain in the possession of the borrower until returned to the lender. No artifacts should be relocated without written consent of the lender. (see below)

### 2. TRANSPORTATION AND PACKING

Delivery and return of the borrowed artifacts are subject to prior approval by the lender. Packing and transportation costs will be billed to the borrower. Original packing will be retained by the borrower and used when returning the artifacts.

### 3. INSURANCE

Insurance in the amount of the value determined by the Museum of Florida History must be placed on all loans and carried in force by the borrower from the time the artifacts are removed from the Museum of Florida History until the artifacts are returned in satisfactory condition. In special circumstances an appraiser may be required to assess insurance values. Payment to the appraiser will be mutually agreed upon. Coverage must be approved by the lender and the borrower will be required to show written proof of coverage for loans whose total value is over \$500. The insurance amount for this loan will be in the amount of \_\_\_\_\_.

### 4. EXTENSIONS, TERMINATION, OR CANCELLATION

- a) Any extension of the loan period should be requested at least two weeks prior to the termination date of the loan.
- b) If the borrower ceases to use the artifacts prior to the ending date of the loan, the lender should be notified, and the artifacts returned as soon as possible.
- c) The Museum of Florida History or lender reserves the right to withdraw the loan at any time in the case of negligent handling by the borrower.

### 5. PHOTOGRAPHY

A loan approval does not automatically grant or confer rights to publish in any medium (including photography) the artifacts involved. Publication of photographs of loaned artifacts is prohibited unless authorized in writing by the lender. Photography of loaned artifacts is permitted unless prohibited in writing by the lender.

### 6. REPRODUCTION

Reproduction of loaned artifacts is prohibited unless authorized in writing by the lender.

### 7. CREDITS AND PUBLICITY

The lender will be credited for each loan in labels, catalogs, and publicity as follows:

**Museum of Florida History, Tallahassee**

The lender is to receive two copies of any publication or catalog for which objects have been lent.

### 8. COSTS

All costs incident to the loan, including repairs and replacements resulting from damage, will be assumed by the borrower. In the event that repairs are necessary, such repairs shall be carried out as specified and approved by the lender.

### 9. SPECIFIC TO THIS LOAN: