

Outgoing Loan Agreement

For loans to accredited colleges and universities, their libraries and special collections, museums, and queer-focused 501(c)(3) organisations.

1 / BORROWER

INSTITUTION

ADDRESS

CONTACT & ROLE

EMAIL

PHONE

2 / THE LOAN

PURPOSE

VENUE

LOAN PERIOD

OUT DATE

RETURN DATE

Items lent — list by inventory number, or attach a schedule. An attached schedule forms part of this agreement.

Insured value for the loan: \$_____ Number of items: _____

3 / THE BORROWER AGREES

— **Insurance.** The borrower insures the items wall-to-wall for the insured value above, from collection to return, and provides a certificate before the items leave.

— **Condition.** A condition report is made and signed at both ends. The borrower reports any damage or loss within 24 hours of discovery, with photographs.

— **Handling.** Items are handled with clean hands or gloves, supported when open, and never trimmed, repaired, laminated, stamped or marked.

— **Display.** Light kept at or below 50 lux for works on paper, no direct sunlight, temperature and humidity within normal museum range. Items are not displayed open at the same page for more than 12 weeks.

— **Reproduction.** Images may be used for the exhibition, its catalogue, teaching and press about it. Any other use needs written permission. Copyright in the works themselves is not granted by this agreement.

— **Credit.** Every display, caption, catalogue entry and published image carries the credit line in section 4.

— **No onward loan.** Items are not lent on, moved to another venue, or taken off site without written consent.

— **Return.** Items come back in the packing they arrived in, by the return date, at the borrower's cost.

4 / CREDIT LINE

To appear in full wherever the items are shown or published:

Collection of Archive Daddy, Portland, Oregon.

Where a donor credit applies to an item, that credit is added and must not be edited out.

5 / COSTS

Packing, shipping both ways, insurance, couriers and any conservation the loan requires are the borrower's cost. Loan fees, if any, are set out below and are due before the items leave.

LOAN FEE

HANDLING FEE

OTHER

6 / CANCELLATION

Either side may cancel in writing before the items leave. Archive Daddy may recall an item during the loan if it is at risk, and will give as much notice as the circumstances allow.

7 / SIGNATURES

BORROWER

ARCHIVE DADDY

SIGNATURE

SIGNATURE

PRINT NAME & ROLE

PRINT NAME & ROLE

DATE

DATE

Questions before you sign — hello@thearchivedaddy.com. This is a plain-language template and has not been reviewed by a lawyer.

Archive Daddy / Portland, Oregon / Loan no. _____ (archive use)