



OUTGOING LOAN AGREEMENT

The Ohio State University, on behalf of its Ohio State University Libraries (“OSU Libraries”), will make materials available for loan to other institutions for the purpose of exhibition provided that such a loan would not represent any risk and would neither impede research at OSU Libraries nor interfere with proposed projects sponsored by OSU Libraries.

Two signed copies of the loan agreement must be executed.

EXHIBITION

Title: _____

Address: _____

City: _____

Contact Person and Information: _____

Exhibition Dates: _____

Loan Dates: _____

Shipping Date: _____

Return Date: _____

THE OSU LIBRARIES

Department Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email _____



BORROWING INSTITUTION

Institution Name: _____

Department: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

SHIPPER

Name: _____

Address: _____

Contact Person: _____

Telephone: _____

Email: _____

OBJECT(S) TO BE LOANED FOR EXHIBITION

See attached list.

Objects should be listed with itemized descriptions, dimensions, valuations, and credit lines.

Condition reports (attached as Appendix A) will accompany each object shipped.

INSURANCE

A certificate of insurance must be submitted to OSU Libraries prior to the outgoing shipment of borrowed materials.

Total value of material:

Special Permissions or Requests of Lending Institution:

Conditions Governing Loans

General

1. No loans will be made to individuals.
2. All arrangements for lending OSU Libraries material must be completed at least six weeks prior to the loan date.
3. Items must be in good physical condition for a loan to be approved. OSU Libraries reserves the right to not loan materials.

Facilities and Security

4. The Borrowing Institution must provide a written facilities report, which includes details of security arrangements.
5. The Borrowing Institution must provide appropriate security and protection from damage or deterioration from any cause while the borrowed materials are in transit, in storage, and on exhibition.

Presentation and Display

6. Unless otherwise agreed to, materials borrowed from OSU Libraries may not be exhibited continuously for more than ten weeks or more often than once every year.
7. Borrowed materials must be displayed under secure conditions protected from ultraviolet radiation and intense visual light. For most library materials, 75-90 microwatts per lumen and 300 lux illuminance are acceptable. Upper limits of 50 lux illuminance and 75 microwatts per lumen of UV radiation are required for the display of photographs, watercolors and textiles. Temperatures shall be maintained in the range of 65-75 degrees Fahrenheit, and relative humidity shall be 40-55 percent. OSU Libraries reserves the right to require more stringent environmental controls.
8. Borrowed materials shall be provided adequate and non-damaging support during exhibition.



9. Borrowed materials may not be altered or repaired in any way without written permission from the OSU Libraries.
10. Materials encapsulated, framed, or otherwise enclosed for presentation may not be removed from their protective covering.
11. The exhibited item(s) must be captioned to indicate the correct title of records or artifacts, as well as the statement that the material is on loan from The Ohio State University Libraries.

Copyright

12. Copyright of borrowed materials resides with the particular copyright owner(s). The Borrowing Institution is responsible for securing appropriate permission before reproducing any loaned work.

Publishing

13. The Borrowing Institution is responsible for including the credit line specified by the lender in all exhibit-related published materials. At least one copy of all published materials shall be furnished to the OSU Libraries at no charge.

Insurance

14. The Borrowing Institution is responsible for insurance coverage from the shipping date through the return date unless otherwise arranged in writing. Borrowing Institution shall be responsible for loss or damage that occurs to the materials from the shipping date through the return date to the OSU Libraries. Borrowing Institution shall obtain insurance coverage against loss or damage up to the \$_____ cash value of the material. Insurance company must agree to cover the return of all borrowed material to the OSU Libraries if Borrowing Institution is unable to do so.

Packing, Shipping, Transportation

15. The Borrowing Institution must pay all packing and transportation arrangements both for outgoing and the return of a loan. The packing and transportation must be of equal and similar quality for both outgoing and return. The OSU Libraries must approve of all transportation arrangements.
16. The Borrowing Institution must notify the OSU Libraries of any item not received as described on the condition report (Appendix A), which accompanies it.

Return

17. Materials must be returned to The OSU Libraries at the address noted on this agreement.
18. Materials must be returned in the same condition, and arranged in the same order in which they were received.
19. The Borrowing Institution must return all items packed according to professional standards. Items shipped in special containers must be returned in the same containers. The Borrowing Institution is responsible for damage incurred due to improper packing.

Applicable Law

20. This agreement shall be governed under the laws of the state of Ohio.

This agreement (which includes Appendix A: Condition Report performed by OSU staff) shall apply to all objects borrowed from The Ohio State University Libraries and cannot be altered, waived, or otherwise affected without the written consent of a representative of The Ohio State University Libraries.

I have read the above Loan Agreement and agree to its conditions.

Borrowing Institution

Signed: _____

Name and Title: _____

Date: _____

The OSU Libraries

Approved for The Ohio State University

Signed: _____

Name and Title: _____

Date: _____

Please sign both copies and return them to the lender. One copy will be returned for the Borrowing Institution's files following OSU Libraries' approval.

Photocopy of signed agreement filed with Exhibitions Coordinator.

Date: _____



Objects Loaned for Exhibition

	Collection Title	Object(s) Loaned	Est. Value	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				