



OUTGOING LOAN AGREEMENT

The Ohio State University, on behalf of its Ohio State University Center for Latin American Studies ("CLAS"), 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 nor interfere with proposed projects sponsored by OSU CLAS.

Two signed copies of the loan agreement must be executed.

EXHIBITION

Title:

Address:

City:

State:

Contact Person & Email:

Exhibition Dates:

Loan Dates:

Shipping Dates:

Return Date:

OSU CLAS

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 CLAS prior to the outgoing shipment of borrowed materials.

Total value of material:



Conditions Governing Loans

General

1. No loans will be made to individuals.
2. All arrangements for lending OSU CLAS materials must be completed at least two weeks prior to the loan date.
3. Items must be in good physical condition for a loan to be approved. OSU CLAS 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 CLAS may not be exhibited continuously for more than twenty weeks or more often than twice every year.
7. Borrowed materials must be displayed under secure conditions protected from possible damage. OSU CLAS 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 OSU CLAS.
10. Materials encapsulated, framed, or otherwise enclosed for presentation may not be removed from their protective covering or casing.
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 Center for Latin American Studies.

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 OSU CLAS 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 OSU CLAS. Borrowing Institution shall obtain insurance coverage against loss or damage up to the \$3,000 cash value of the material. Insurance company must agree to cover the return of all borrowed material to OSU CLAS if Borrowing Institution is unable to do so.

Packing, Shipping, Transportation

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

Return

- 17. Materials must be returned to OSU CLAS 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.

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

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

Borrowing Institution

Signed: _____

Print Name: _____

Date: _____



The OSU Center for Latin American Studies

Approved for The Ohio State University

Name: _____

Signed: _____

Date: _____

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

Photocopy of signed agreement filed with CLAS Representative

Date: _____

Objects Loaned for Exhibition

	Collection Title	Object(s) Loaned	Est. Value	Notes
1	Hidden Life of Things	19 retractable banners	\$3,000	
2				
3				
4				
5				
6				
7				
8				
9				
10				

