

Richard B. Russell Library for Political Research and Studies,  
University of Georgia Libraries  
Loan Agreement

Exhibition Title:

Dates:

Location:

Lender name(s):

Address:

Telephone:

Email:

**Loan Item Information:**

Description of item for loan: *See attached list for description of items*

Physical Description of Item:

@Size (in inches): H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_

Material type:

Date produced:

Please tell us how you would like us to credit your loaned item in the exhibit and in the publicity materials related to the exhibit, including announcements on our website:

\_\_\_\_\_  
\_\_\_\_\_

Please state the estimated market value of loaned item (U.S. Currency) \$ \_\_\_\_\_ \*

\*In the event of damage or loss, you as the lender and the Russell Library as the borrower agree to accept this estimated market value as the basis for determining the amount for compensation.

***Please read conditions and terms regarding insurance coverage on reverse of this form.***

***Permission to reproduce for the exhibit, for publicity, and educational and other non-commercial purposes is assumed unless RBRL is notified in writing to the contrary.***

***Shipping/transport of loans to be arranged by staff of the Access and Outreach Division of the Richard B. Russell Library for Political Research and Studies***

***Date due at Russell Library: 07/08/2015***

**THIS LOAN IS GOVERNED BY THE CONDITIONS PRINTED ON PG. 2 and PG. 3 OF THIS FORM: Signatures Below Indicate that Conditions are Accepted**

Lender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain a copy of this agreement for your records.*

## ***Conditions governing loans to the Richard B. Russell Library for Political Research and Studies***

### **Care and Preservation**

The Richard B. Russell Library for Political Research and Studies (hereafter referred to as RBRL) will exercise the same care with respect to handling and exhibiting materials on loan as it does in the safekeeping of comparable property of its own. Objects will be protected at all times from excessive light, unfiltered artificial or natural lights, and excessive heat, humidity, or dry conditions. Objects on loan will not be altered in any way except with the express written permission of the Lender.

### **Transportation and Packing**

Costs of the handling, packing, and transportation of loans will be borne by RBRL. Packing and shipping arrangements can be made only by the Access and Outreach Archivist, RBRL, whereas the methods used must be agreed upon in advance by both the Lender and RBRL.

### **Insurance Coverage**

RBRL will insure invited loans wall-to-wall under its fine arts policy against all risk of physical loss or damage from any external cause while in transit and on location during the period of the loan provided that a UGA employee or UGA employees handle transportation of loan items for pick-up and return of loaned item. In the event of damage or loss, you as the lender and the Russell Library as the borrower agree to accept this estimated market value as the basis for determining the amount for any compensation for said loss or damage.

The insurance coverage contains the usual exclusions of loss or damage due to such causes as wear and tear, gradual deterioration, moths, vermin, inherent vice, war, invasion, hostilities, insurrection, nuclear reaction or radiation, confiscation by order of any government or public authority, risk of contraband or illegal transportation and/or trade, and any repairing, restoration, or retouching authorized by the Lender.

If the Lender elects to maintain his own insurance, the insuring company must furnish a certificate naming the Richard B. Russell Library for Political Research and Studies as additionally insured or issue a waiver of subrogation against RBRL for the duration of the loan period. Without the certificate, a waiver of subrogation against RBRL for the duration of the loan period. Without the certificate RBRL is automatically held to be co-insured and subrogation waived for the duration of the loan.

### **Rights to Reproduction and Photography**

RBRL will photograph loans only for record, publicity, or educational purposes. It is understood that the general public may photograph works while on exhibition only for non-commercial, educational purposes. Permission to reproduce in the exhibit, for publicity including on the web, educational and other non-commercial purposes is assumed unless RBRL is notified in writing to the contrary.

## **Period of Loans**

RBRL will assume responsibility for loans during the period specified on the face of this form with time allowed for shipping and handling. Loans may be withdrawn from exhibition by the Director of RBRL or the Access and Outreach Archivist at any time, at their discretion. The Lender must give 30 days notice in writing for the recall of loans.

Unless RBRL is notified in writing to the contrary, loans will be returned only to the owner or his or her duly authorized agent, so identified in writing, to the address stated on the face of this agreement. Notification of a change of the Lender's address or of a different address for the return of loans must be made in writing to the Access and Outreach Archivist, RBRL, prior to the expiration date of the loan.

If RBRL is unable to contact the Lender within one month following the expiration of a loan, and no special arrangements have been made for the return of the work, then the loan will be placed in storage at the Lender's risk and expense. If after three years a work has not been reclaimed the Lender shall be deemed to have made it an unrestricted gift to the Richard B. Russell Library for Political Research and Studies.