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## OUTGOING LOAN AGREEMENT

The New York Transit Museum hereby lends to the undersigned the object(s) described herein for the purposes, and subject to the terms and conditions set forth.

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### BORROWER

Institution or Individual:

Contact:

Address:

Tel #:

Email:

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### PURPOSE OF LOAN

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### DATES OF LOAN

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### DESCRIPTION OF LOAN

<u>Object</u>	<u>Date</u>	<u>Condition</u>	<u>Insurance Value</u>
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### CREDIT

Courtesy of the New York Transit Museum

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### INSURANCE

To be carried by borrower

To be carried by lender

To be waived

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### SHIPPING ARRANGEMENTS

To be packed/crated by:

Method of Shipment:

Carrier name and telephone:

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## CONDITIONS FOR OUTGOING LOANS

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### 1. CARE & HANDLING

Evidence of damage to the loaned object at the time of receipt or while in the borrower's custody will be reported immediately to the NYTM. The NYTM certifies the condition of the loan object as stated in this loan agreement is accurate and that the object will withstand the ordinary strains of packing and transportation. The borrower agrees to meet any special requirements for installation and handling as stated herein. The borrower agrees to secure the object from theft, damage or deterioration and will display them in a secure, environmentally monitored area.

### 2. COSTS

Unless noted on the front of this contract, all costs of packing, transportation, couriers, insurance and other loan related expenses will be borne by the borrower.

**3. LOAN PERIOD**

The object described in this loan agreement will be used solely for the purpose described herein, and shall be lent solely for the dates stated on the obverse.

**4. PACKING & SHIPPING**

Packing and transportation arrangements for the object must be mutually agreed upon by both parties. The object will be returned packed in the same or similar manner as received, and shall be packed by experienced personnel only. The objects may be recalled at anytime.

**5. REPRODUCTION & CREDIT**

Any object used for the purpose of presentation, exhibition or publication shall be labeled and credited as indicated on the obverse of the loan agreement.

**6. INSURANCE**

The object will be insured for the amount specified herein under an "all risk" wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice; repairs, restoration or retouching process; hostile or war-like action, rebellion, etc.

The borrower will supply a Certificate of Insurance prior to the shipment of the loan. Insurance will be in the amount specified herein which will reflect fair market value. If the object was industrially fabricated, and can be duplicated to the Lender's specification, the amount of such insurance shall be limited to the cost of such replacement.

The value as stated on the obverse is not to be considered an appraisal.

**7. RETURN OF LOANS**

The loan agreement may be terminated by either party given reasonable notice in writing.

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The borrower hereby acknowledges receipt of the object listed on the previous page. The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

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Borrower Signature and Title

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Date

Approved for the New York Transit Museum:

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Signature and Title

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Date

SAA Museum Archives Section Working Group Example