



OUTGOING LOAN AGREEMENT FORM

SFO Museum
San Francisco International Airport
PO Box 8097
San Francisco, CA 94128
650.821.6700 phone; 650.821.6777 fax

Date: _____

The City and County of San Francisco, acting by and through its Airport Commission on behalf of SFO Museum, a division of the San Francisco International Airport, hereby lends to the borrower identified below the object(s) described herein for the purposes and subject to the Terms and Conditions printed on the reverse which are incorporated herein by reference:

BORROWER

Institution: _____
Address: _____
City, State: _____
Zip, Country: _____

Contact: _____ Title: _____
Phone: _____ Fax: _____ Email: _____

DESCRIPTION OF OBJECT(S) LOANED: Please see attached list, items 1 - _____

EXHIBITION INFORMATION

Exhibition: _____
Dates: - _____ Duration of loan: - _____

INSURANCE

Insurance value (in U.S. dollars):
 To be carried by Borrower To be carried by SFO Museum, premium billed to Borrower

SHIPPING ARRANGEMENTS:

Objects will be shipped from SFO Museum via
SPECIAL CONDITIONS:

SIGNATURES: I have read and agree to the Terms and Conditions noted above and on the back of this form, and certify that I have full authority to enter into this Agreement:

For the City and County of San Francisco, San Francisco Airport Commission, SFO Museum:

Signature: _____ Date: _____
Title: Barbara Geib, Curator-in-Charge of Registration

For the Borrower:

Signature: _____ Date: _____
Individual: _____
Institution: _____

PLEASE SIGN AND DATE ALL LOAN AGREEMENT FORMS (COVER PAGE AND ATTACHED LISTING OF ITEMS) AND RETURN TO SFO MUSEUM FOR COUNTERSIGNATURE; A SIGNED COPY WILL BE RETURNED TO YOU FOR YOUR FILES. THANK YOU.

Loan#
120126

Borrower: _____ Date: _____

Loan#

GENERAL TERMS AND CONDITIONS

BEING RETURNED TO DEPOSITOR/LENDER:

The Object(s) herein will be returned only to the Lender of Record or to a location mutually agreed upon in writing by SFO Museum (the "Museum") and the Lender of Record. In the case of uncertainty, the Museum reserves the right to require the Lender/claimant to establish title by proof satisfactory to the Museum.

The Lender, as Owner (or duly authorized agent of the Owner), acknowledges receipt of the object listed on the face hereof and acknowledges that (s)he has carefully examined said objects and that said objects are received in the same condition as when delivered to the Museum; and the Lender, by the execution of this receipt, hereby releases the Museum from all liability of whatsoever nature arising out of, connected with, or caused by the use of said objects by the Museum. If this form is not signed and returned to the Museum within 30 days after receipt of object(s), the Museum will accept no further liability in connection with said property. Should the Lender believe there to be damage, it must be reported to the Museum within 48 hours of object(s) being unpacked and inspected, and the Lender will fully cooperate with the City and County of San Francisco and its insurer in establishing, documenting, and processing any subrogation or insurance claim which the Museum chooses to pursue.

SAA Museum Archives Section Working Group Example

LOAN AGREEMENT FORM (continued)
SFO Museum
PO Box 8097, San Francisco, CA 94128

Exhibition _____ Dates: _____ - _____

DESCRIPTION OF LOAN

1.

Accession No.: _____

Artist: _____

Maker: _____

Author: _____

Origin: _____

Date: _____

Title: _____

Description: _____

Medium: _____

Dimensions: _____

Credit line: _____

(for exhibition label _____

and publication) _____

Insurance value: _____

Summation of all object Insurance Value _____

SAA Museum Archives Section Working Group Example

Borrower: _____ Date: _____

Loan#