



The Evelyn Burrow Museum

Wallace State Community College, 801 Main Street NW, PO Box 2000, Hanceville, AL 35077-2000, t: 256.352.8118

LOAN AGREEMENT

LOAN PURPOSE

Exhibition/ Loan purpose	
Exhibition dates & location(s)	
Loan period, including estimated time for transport	

Shipping/transport to be arranged by THE BURROW MUSEUM Administrator in consultation with lender.

LENDER INFORMATION

Name & Address					
Phone		Cell		Email	

WORK/S OF ART TO BE LOANED

Credit line	Please indicate how you would like to be credited in a catalogue, on exhibition labels, and/or in publicity materials (i.e. Collection of Mr. and Mrs. John Smith):
Please describe any special handling requirements:	

INSURANCE

Please read the conditions regarding insurance coverage on the reverse of this form.

Should THE BURROW MUSEUM insure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide estimated market value:	
Do you elect to insure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide estimated premium:	

Signatures below indicate that conditions on reverse are accepted.

Lender _____ Date _____

Borrower _____ Date _____

Please sign both original copies of the form. **Return one copy to THE BURROW MUSEUM** Administrator. Thank you.

THIS LOAN IS GOVERNED BY THE CONDITIONS PRINTED BELOW

CONDITIONS GOVERNING LOANS

CARE AND PRESERVATION

The Evelyn Burrow Museum at Wallace State Community College (hereafter THE BURROW MUSEUM) will exercise the same care with respect to handling and exhibiting works of art 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 light, and heat, humidity, or dry conditions. Unless otherwise specified, works on paper will be exposed only to light levels measuring 10 foot candles or less. Works will not be unframed or removed from mats, mounts, or bases, nor cleaned, repaired or altered in any way except with the express written permission of the Lender.

TRANSPORTATION AND PACKING

Costs of the handling and transportation of loans will be borne by THE BURROW MUSEUM. Packing will be done by the lender and the same or comparable packing will be provided for the return. Shipping arrangements can be made only by the Administrator or Director, THE BURROW MUSEUM. Methods used must be agreed upon in advance by both Lender and THE BURROW MUSEUM.

INSURANCE COVERAGE

Unless the Lender expressly elects to maintain his/her/its own insurance coverage, THE BURROW MUSEUM will insure invited loans wall-to-wall under its fine arts policy against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. THE BURROW MUSEUM insures loans at the valuation specified by the Lender.

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 transportations and/or trade, and any repairing, restoration, or retouching authorized by the Lender.

If the Lender elects to maintain his/her/its own insurance, the insuring company must furnish a certificate naming The Evelyn Burrow Museum and Wallace State Community College as additionally insured or issue a waiver of subrogation against same for the duration of the loan period. Without the certificate, The Evelyn Burrow Museum and Wallace State Community College are automatically held to be co-insured and subrogation waived for the duration of the loan.

RIGHTS TO REPRODUCTION AND PHOTOGRAPHY

THE BURROW MUSEUM will photograph loans only for record, publicity, or educational purposes. It is understood that the general public may photograph without the use of flash works while on exhibition only for non-commercial, educational purposes. Permission to reproduce for publicity, educational, and other non-commercial purposes is assumed unless THE BURROW MUSEUM is notified in writing to the contrary.

PERIOD OF LOANS

THE BURROW MUSEUM 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 Administrator or President of THE BURROW MUSEUM, at any time, at their discretion. The Lender must give 30 days notice in writing for the recall of loans.

Unless THE BURROW MUSEUM 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 Registrar, THE BURROW MUSEUM, prior to the expiration date of the loan.

If THE BURROW MUSEUM 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 seven years a work has not been reclaimed, the Lender shall be deemed to have made it an unrestricted gift to The Evelyn Burrow Museum and Wallace State Community College.

PROVENANCE: By signing this agreement, the Lender confirms that to the best of his/her knowledge he/she/it has clear title to the loaned objects and no part of the provenance of any of the works conflicts with import laws, endangered species legislation, Native American legal issues, Nazi/World War II era legal issues and/or national or state civil or criminal laws.

Exhibit A

Description of Loaned Works