

Loan # \_\_\_\_\_

# Outgoing Loan Agreement

Kentucky Derby Museum, 704 Central Avenue; Louisville, KY 40208

Institution \_\_\_\_\_

Date Out \_\_\_\_\_

Name/Title \_\_\_\_\_

Due Back \_\_\_\_\_

Address \_\_\_\_\_

Phone Work \_\_\_\_\_

\_\_\_\_\_

Phone Home / - \_\_\_\_\_

Purpose \_\_\_\_\_

Location \_\_\_\_\_

Transport \_\_\_\_\_

Insurance \_\_\_\_\_

Ins. Value \_\_\_\_\_ Value min \$ \_\_\_\_\_ max \_\_\_\_\_

Object ID	Object name ---- Condition	Value
-----------	----------------------------	-------



Notes:

I have read and accept the attached conditions of the loan \_\_\_\_\_  
Borrower's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved and released by: \_\_\_\_\_  
Museum Representative \_\_\_\_\_ Date \_\_\_\_\_

Conditions Governing Outgoing Loans  
Kentucky Derby Museum

Care and Preservation:

1. The borrower shall give objects lent from the collection of the Kentucky Derby Museum (hereafter, KDM) the same care, according to prevailing professional museum standards, as it does to its own property.
2. Evidence of damage at time of receipt or while in KDM's custody will be reported immediately to the lender. Any damage or loss will be defrayed in full by the borrower.
3. No alteration, restoration, or repair will be undertaken without the written authorization of KDM.
4. KDM certifies that the objects lent are in such condition as to withstand ordinary strains of packing, shipping and exhibition.
5. A written report of conditions of artifacts prior to shipment will be sent to the borrower by KDM.

Transportation, Payment of Costs, and Duration of Loans:

1. All charges incurred for packing, crating, handling, shipping or couriating loans will be billed to the borrower.
2. Objects will be packed in the same manner for return as received unless otherwise authorized by KDM.
3. Unless otherwise agreed upon in writing, this loan terminates on the date specified on the face of the agreement. Borrower is responsible for returning all loan objects upon termination.
4. Is this a traveling loan? Circle one: yes no If yes, see attached itinerary for venues and dates. Any requests for changes in itinerary or dates of traveling exhibitions must be approved in writing by KDM.
5. KDM's agreement to lend includes permission for the borrower to reproduce the loan objects in exhibition catalogs, publicity, archival records, or didactic panels for education purposes in conjunction with the exhibition. Requests for photographs for reproduction purposes will be processed by the registrar and billed to the borrower.
6. KDM may recall this loan for its own purposes with thirty days' notice in writing to the borrower.
7. Any requests for extension of the loan period must be submitted in writing to the registrar.

Insurance:

1. Unless otherwise stated on this receipt, the borrower shall maintain insurance for the value stated on this loan agreement in a form and with a carrier acceptable to KDM against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan.
2. KDM requires receipt of a certificate of insurance from the borrower before the loan will be released for shipment.

I have read and accept the above loan conditions \_\_\_\_\_  
Borrower's Signature Date

Approved and Released by: \_\_\_\_\_  
Museum Representative Date