ACC. # _____

LOAN FORM

KITTERY HISTORICAL AND NAVAL MUSEUM

POST OFFICE BOX 453, 200 ROGERS ROAD EXT., KITTERY, MAINE 03904

Loan Agreement and Receipt for Objects Loaned to the Kittery Historical and Naval Museum by:

_____

_____

_____

Phone: _____

for the purpose of:

Duration of loan:

Item(s) to be loaned:

Are items to be loaned covered under your Homeowner's Policy? □ Yes □ No

Owner's evaluation for insurance purposes:

Condition of item(s), noting breaks, cracks, tears, etc.:

TERMS OF AGREEMENT FOR LOAN

1. At time of loan, it will be ascertained if the item is adequately covered within the loaner's Homeowner's Policy, and if not, the item will be insured against fire, theft and loss by the Kittery Historical and Naval Museum, provided the loaner gives a valuation for said item(s).
2. Objects shall be packed and unpacked under the supervision of the director or curator. All invoices, letters and packing instructions will be consulted and adhered to.
3. All damage and/or breakage shall be noted and reported by the director or curator of the Kittery Historical and Naval Museum to the lender before taking action concerning restoration or conservation.
4. Permission to copy a photograph, work of art or museum object while on loan to the Kittery Historical and Naval Museum will be granted only after consent has been obtained from the lender.

The terms and conditions appearing above are acceptable to me.

Signed: _____ Date _____
Lender

_____ Date _____

Returned to me in good order this date:

Date: _____ Lender _____