



Museum of
**Natural
History**

Loans In Form

This form covers all Loans that enter the Museum



October 2016

Loans In

Collection(s)	
Object Entry No.	
Condition Report No(s)	

Loan Number:

Exhibition Title:

Loan Start Date:

[Click here to enter a date.](#)

Lender:

Address:

Loan End Date:

[Click here to enter a date.](#)

Borrower:

Oxford University Museum of Natural History
Parks Road
Oxford
OX1 3PW

Contact name:

Telephone number:

Email:

Contact name:

Telephone number:

Email:

Schedule of loan object(s) (continue on additional sheet as necessary):

Reference/ registration number	Object name/title of artwork	Description	Insurance value

Number of additional sheets attached:.....

Total number of objects:.....

Total insurance value:.....

The Terms and Conditions of loan for the objects detailed above are included overleaf. The authorised signatories below declare that they have read and understood, and will adhere to these conditions.

Signed on behalf of the Lender:

Signature:

Name:

Position:

Date:

Signed on behalf of the Museum:

Signature:

Name:

Position:

Date:

Core Terms and Conditions:

1. The object(s) must be in a suitable condition for lending. Condition reports for the object(s) will be completed on arrival at the Museum and inspected at the end of the loan period. Condition inspections may be undertaken by experienced staff or agents of the Lender and/or Museum. Copies will be provided for the Lender and Museum.
2. The Lender will notify the Museum of any specific environmental, handling, security or display requirements for the loan object(s) before the loan begins (see Additional Terms and Conditions, below, if applicable).
3. The valuation of the object(s) will be agreed in advance of the loan and any change to the valuation overleaf will be agreed by the Lender and Museum in writing.
4. The Lender must be satisfied by the standard of packing and the security and protection of the object(s) on any vehicle prior to the release on loan. The Museum will provide equivalent standards for the return of the object(s). Unpacking and installation will be undertaken by experienced staff or agents of the Lender and/or the Museum.
5. The Museum will have absolute discretion on all matters of display including the location within the public galleries, the method by which object(s) are displayed and the content of accompanying text, unless specifically agreed otherwise with the Lender (see Additional Terms and Conditions, below, if appropriate).
6. Photographs of the object(s) may be taken by the Museum for record purposes, website use, social media, education, publicity, marketing and publications, unless otherwise agreed (see Additional Terms and Conditions, below, if appropriate). Photographs may be taken by members of the public for non-commercial purposes and private study, including use on social media. Photographs may be taken by the Press and Media for news reporting.
7. The Museum will ensure that the object(s) are maintained in a suitable condition for display. Dusting may be carried out but no repairs, conservation or extensive cleaning may be undertaken without the prior written permission of the Lender.
8. The object(s) will not be used, operated or worn without the prior written permission of the Lender. The object(s) may be otherwise handled, moved and cared for by staff or agents of the Museum in accordance with their permanent collection.
9. The Museum will provide reasonable access to loan objects to the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
10. All third party requests relating to the object(s) (e.g. access for research) will be referred to the Lender unless specific license is given to the Museum. The Museum will not lend the object(s) to any third party, or otherwise remove them from the Museum except in an emergency.
11. The Museum will inform the Lender of any loss, damage or deterioration of any of the loan object(s) as soon as possible.
12. The Museum will keep the Lender's details in accordance with the Data Protection Act 1998. The Lender consents to the processing of their personal details by the Museum for the purpose of managing the loan.
13. The Lender will inform the Museum of a change of details, including but not limited to a change of name or address as soon as possible.
14. The Lender confirms that no object(s) are known or suspected to have been stolen, illegally imported or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the illicit Import, Export and Transfer of Ownership of Cultural Property.
15. The Lender reserves the right to recall the object(s) from loan. In this unlikely event, 6 months written notice will be given.
16. Towards the end of the loan period the Museum will contact the Lender in order to decide whether the

Loan will be renewed.

- 17. When the loan is due to be returned, the Museum will contact the Lender. If no reply is received within 3 months, the Museum will take reasonable steps to trace the Lender. If the Museum is unsuccessful, after 9 months the Museum will deem that the Lender has made an unrestricted gift of the loaned object(s) to the Museum. The Museum then reserves the right to accession the object(s) into its permanent collections or dispose of the collection as it sees fit.

Additional Terms and Conditions: *(Please delete these optional terms and conditions as appropriate before sending this form to the Lender for agreement. The list is not exhaustive and some terms may require additional wording.)*

Insurance/Indemnity

- The Museum undertakes to cover loss or damage to the loan object(s) through an insurance policy to the value stated in this agreement, or as updated and agreed in writing between the Lender and the Museum. Copies of the insurance policy will be supplied to the Lender.
- The Museum undertakes to ensure that the objects are insured against loss or damage during transit. Copies of the insurance policy will be supplied to the Lender.
- The Museum will provide an approved indemnity for the loan object(s) to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the indemnity certificate will be supplied to the Lender.
- No insurance/indemnity arrangements are required. In the event of accidental damage or loss, the Museum is responsible for a portion of the costs for repair or replacement in accordance with the terms of the Government Indemnity Scheme.
- No insurance is required for this loan.

Costs/Expenses

- All reasonable costs to arrange the loan, including but not limited to transport, photography, conservation and packing, will be covered by the Museum.
- All reasonable costs to arrange the loan, including but not limited to transport, photography, conservation and packing, will be covered by the Lender.

Environmental Conditions and Security

- The object(s) will be displayed in secure case(s), protected from extreme fluctuations in temperature, humidity, light and vibration.
- Some or all of the object(s) will be on open display. The Museum will provide the same protection for these object(s) as it does for its permanent collections on open display.
- Eating and drinking shall be prohibited in the exhibition area.

Handling and Collections Care

- Specialist materials required for the mounting and display of the object(s) will be provided by the Lender.
- The object(s) will be handled as little as possible and protective gloves will be worn.
- Guidelines for handling and movement of the object(s) will be provided by the Lender and observed by the Museum at all times.
- The following arrangements relating to health and safety will be observed: *specify details*

Intellectual property

- A separate copyright license has been granted to the Museum for the object(s) by the copyright holder (attached).

Crediting

- The Lender will be acknowledged in all reproductions of the object(s) if appropriate, with the following credit line:

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