

Outgoing Loan Agreement

Outgoing Loan No.

NPS UNIT (Lender):

(Street/Box)

Telephone:

(City, State, Zip)

FAX Number:

Superintendent (please print):

Shipping Address (if different):

BORROWING INSTITUTION (Borrower):

(Department)

Telephone:

(Street/Box)

FAX Number:

(City, State, Zip, Country)

Responsible Official (Borrower):

Title:

Shipping Address (if different):

Check one: non-NPS NPS

PURPOSE OF LOAN:

- Exhibit Study Conservation Exhibit Preparation Storage
 Collections Management (including cataloging and storage) Other (describe):

Credit Line:

OBJECTS IN LOAN: List Attached

INITIATION DATE:

TERMINATION DATE:

INSURANCE AND SHIPPING/PACKING:

Insurance to be waived To be carried by Borrower

Insurance company:

Policy No:

Outgoing packing by: Lender Other:

Return packing by: Borrower Other:

Method of shipping: Outgoing:

Return:

Charges to Borrower: yes no Describe:

Outgoing Loan Agreement (Continued)

LOAN CONDITIONS:

Outgoing loans are subject to the terms and conditions noted on the attached Conditions for Outgoing Loans.

Facilities form required: yes no

Additional Loan Conditions:

SIGNATURES:

ON INITIATION OF THIS AGREEMENT: The undersigned borrower is an authorized agent of the borrowing institution. Signature indicates agreement to terms specified in this loan agreement and attached conditions.

PLEASE SIGN BOTH COPIES AND RETURN THE ORIGINAL TO THE NPS.

Name of Responsible Official (Borrowing Institution), Title (Please print)

Signature

Date

Name of Superintendent (Lending NPS Unit), (Please print)

Signature

Date

RETURN STATUS:

Complete Partial (list catalog numbers and date of return):

Extension Termination Date:

RETURN OF LOAN:

The undersigned is an authorized agent of the lender. Signature acknowledges receipt of all material in good condition or in condition as noted on this agreement or in attached object condition report(s). A signed copy is sent to the borrower to acknowledge the return of the loan.

Name of Superintendent (Lending NPS Unit) (Please print)

Signature

Date

