

Tri County Historical Society

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Phone: 563-599-2074

www.tricountyhistorical.society.org



Date: _____

Item or Artifact Loan Agreement

First and Last Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email Address _____

☐ Yes, I am the sole owner of the items

Loan Dates: (beginning and end of loan period) _____

Insured by (if insured, lender provides insurance) _____

Packing and Transportation Arrangements _____

Description of materials.

- Who was most associated with the material? Person, Family, Organization
- How did you obtain the item? Purchase, gift or inheritance, found or created?
- Further information about item, history and provenience
- Describe the historical significance of the artifact. (Date, previous owners, usage history, etc.)
- Do you have any reference material about the item we may reproduce
- Can you provide reference photos, documents that provide more info, useful diagrams, family genealogy with names, Family stories or anecdotes

The **LOANER** will carry the expense of insuring all object included in the loan against all damages, theft, loss or destruction while in the possession of the borrower (Tri-County Historical Society) where such expenses are deemed necessary.

TCHS and lender shall agree to methods of packing and transporting of items on loan.

TCHS will provide objects on loan a level of care and security equal to the level given comparable object in the museum's collections. TCHS will not be held responsible for the gradual or inherent deterioration of objects on loan. No modifications or repairs will be made to the loaned object. TCHS shall obtain prior permission from the loan lender to clean, restore, repair or alter the objects on loan.

Lender will give TCHS 30 days notification for pick up and removal of loaned items. TCHS shall return objects on loan only to the lender, unless otherwise agreed to in writing. The lender must notify TCHS in writing of any changes in the lender's address or ownership of the objects on loan. In case of death of the lender, legal representatives of the deceased shall immediately notify TCHS providing their full name and addressing in writing. Legal representatives shall submit proof of authority, necessary tax possession of objects on loan. If after a good faith effort by TCHS and within three years after the expiration of the loan agreement, the TCHS may initiate abandoned property proceedings.

The Tri County Historical Society will have the right to decide when, where, whether and how the loaned item will be used, held, or displayed. Once an object, document or photo is loaned, it immediately becomes available to staff and researchers who are working on a variety of projects. We cannot predict what specific uses your items will have, but your generosity will instantly and permanently expand the amount of local cultural resources and history that is available to the public!

I understand that the TCHS may use this loaned item (s) as a display or example on its website or share a photo and origin on a form of Social Media, or digital sharing e.g. email: as it is part of their mission to share and promote local history.

☐ I agree to the terms and conditions

Signature of Lender

Signature of Tri County Historical Society Representative

- Tri-County Historical Society cannot appraise items: The Internal Revenue Service considers such activity by a 501c (3) to be a conflict of interest