

**Artifact Loan  
Acquisition Form  
Incoming Loan**

*Lender's Name:*  
*Company/Institution*  
*Address:*  
*City/State:*  
*Zip Code:*  
*Telephone #:*  
*FAX #:*

*Loan Purpose:*  
*Loan Period:*  
*Renewal Terms:*

I hereby express my intent to provide the items described below to the Negro Leagues Baseball Museum, Inc. (NLBM) on loan for the purpose and period stated above, subject to the terms and conditions listed (page 2). The NLBM assumes no other obligations other than those stated.

**Objects & Descriptions**

<i>Accession Number</i>	<i>Item Description</i>	<i>Condition</i>	<i>Value</i>

The conditions of loan listed (page 2) are agreed to and understood by the lender named below.

*Signature of Lender:* \_\_\_\_\_ *Date*

*Title/Position* \_\_\_\_\_

**INSURANCE** (See #7, page 2 and circle appropriate condition below):

Carried by the NLBM      Carried by Lender      Insurance Waived

**This loan is accepted for the NLBM by an authorized official or representative:**

*Signature of authorized official* \_\_\_\_\_ *Date*

*Title/Position* \_\_\_\_\_

**LOAN RETURN**

Return of Loaned Artifacts is hereby Acknowledged:

*Lender's Signature:* \_\_\_\_\_ *Date*

*NLBM Official's Signature* \_\_\_\_\_ *Date*

## CONDITIONS OF LOAN

1. The NLBM will give borrowed objects the same care it does comparable property of its own.
2. Damage to borrowed objects, whether in transit of while in the NLBM's possession and regardless of responsibility, will be reported immediately to the lender.
3. No alteration, restoration, or repair will be undertaken without authorization from the lender.
4. Unless otherwise noted in writing, the borrowed objects may be photographed or reproduced by the NLBM for educational, catalog, and publicity purposes subject to copyright restrictions.
5. Unless the NLBM is notified in writing, it will release borrowed objects only to the lender. In case of change of legal ownership, including death of the lender or dissolution of the lending corporation, the new owner is required to establish his legal right by proof of satisfactory to the NLBM and to indicate his intention as to continuance of the loan.
6. The costs and arrangements for receiving and returning borrowed objects will be agreed upon by the lender and the NLBM at the time the loan is negotiated.
7. The NLBM will provide "All Risk" insurance coverage for objects which have been brought into the Museum at its request unless the lender expressly elects to maintain his or her own insurance coverage. Insurance in such cases will be effected at the lender's value (which must reflect fair market value) as stated on the face of this agreement, and such insurance will cover only those risks against which NLBM insures its own property under such policy, subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice; repairing, restoration or retouching process; hostile or warlike action, insurrection, rebellion, etc.; nuclear reaction, nuclear radiation, or radioactive contamination. The lender agrees that in the event of loss or damage, recovery, if any, shall be limited to such amount as may be paid by the insurer, hereby releasing NLBM, its boards, officers, agents, and employees from liability for any and all claims arising out of such loss or damage.
8. In case of long-term loans, it is the responsibility of the lender to notify NLBM of current insurance valuations.
9. If the lender elects to maintain his or her own insurance, then prior to delivery or shipping NLBM must be supplied with a Certificate of Insurance and Naming the Museum as an additional insured or waiving rights of subrogation. Failure of the lender to provide the agreed upon insurance constitutes a release of NLBM from any Liability for damaged to or loss of the property placed on loan.

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**DOCUMENT REVIEWED BY**

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**EXECUTIVE DIRECTOR, NLBM**