



The St. Joseph Museums, Inc.
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OUTGOING LOAN AGREEMENT

Page 1 of

Name of Borrower(s) _____ Date _____

Address _____ Phone _____

City & State _____ Zip _____

Period of Loan: From _____ to _____

I (we) as Borrower (s) have read and understand the provisions on the reverse side of this document.

Signature of Borrower

Date

This Agreement is accepted on behalf of the Board of Trustees of the St. Joseph Museums, Inc.,
By: _____

Executive Director, The St. Joseph Museums, Inc.

CATALOG NUMBER	OBJECT DESCRIPTION	VALUE	CONDITION

Returned _____
Borrower(s) _____ Date _____

Returned _____
St. Joseph Museums (Title) _____ Date _____

**CONDITIONS GOVERNING LOANS
FROM THE ST. JOSEPH MUSEUMS INC.**

1. Objects covered by this receipt shall remain in the condition in which they are received. Objects shall not be cleaned, repaired, retouched, or altered in any way except with the written permission of The St. Joseph Museums, Inc.
2. The borrower is responsible for any damages incurred, whether in transit or on the borrower's premises, and such damages shall be reported immediately to the St. Joseph Museums, Inc.
3. The borrower may photograph the objects covered by this receipt only for record, for publicity, or for reproduction in an exhibition catalog.
4. Borrowers may not reproduce such objects in any manner, nor may such objects be subjected to technical examination of any type whatever without permission of The St. Joseph Museums, Inc.
5. Loan made for periods of six months or more are subject to recall by The St. Joseph Museums, Inc., with ninety (90) days notice.
6. All transportation costs shall be assumed by the borrower. Should The St. Joseph Museums, Inc., recall the objects prior to the agreed expiration date, the borrower will be exempt from return transportation and insurance costs. However, if the St. Joseph Museums, Inc., recalls the objects due to any mishandling or lack of due diligence by the borrower, all costs associated with transportation, insurance, and repair will be the responsibility of the borrower.
7. All objects covered in this receipt shall be insured for their stated value by the borrower during transit and while on the borrower's premises, the total costs being assumed by the borrower.
8. If this item is used in an exhibition or photographed for exhibition or printing then proper credit is to be given to The St. Joseph Museums, Inc., as follows:
(From the Collections of The St. Joseph Museums, Inc. - St. Joseph, Missouri)
or as otherwise agreed to by the parties.