

LOAN AGREEMENT

For use of this form, see AR 870-20; the proponent is the OCSA.

1. BORROWING MUSEUM

a. ADDRESS (Include City, State, ZIP code, and Country)

b. TELEPHONE

c. FAX

d. E-MAIL ADDRESS

2. LENDER

a. ADDRESS (Include City, State, ZIP code, and Country)

b. TELEPHONE

c. FAX

d. E-MAIL ADDRESS

3. DATES OF LOAN: FROM _____ TO _____

4. PURPOSE OF THE LOAN

5. The artifacts listed below are provided to the _____ as a loan subject to the following conditions:

a. The _____ is responsible for the safekeeping of the objects entrusted to it and is required to exercise greater precautions for the care and safety of such objects than it exercises with respect to its own property of the same or similar nature.

b. Unless the _____ is notified in writing to the contrary, it is understood that the objects loaned to it may be photographed, sketched, or reproduced.

c. Loans will be returned only to the owner or lender or to his or her duly authorized agent or representative. In case of the death of the owner, his or her legal representative is required to notify the _____ in writing forthwith, giving the full name and address of the heir(s).

d. Additional conditions:

e. DESCRIPTION OF LOANED ITEMS (Continue on an attached sheet)

6. SIGNATURE OF LENDER

7. SIGNATURE OF MUSEUM REPRESENTATIVE

8. DATE