



Wenatchee Valley Museum & Cultural Center
127 South Mission
Wenatchee, Washington, 98801
509.888.6240

INCOMING LOAN AGREEMENT

EXHIBIT: Tomfoolery: Vintage Fun from Wenatchee Cycle & Toy

Lender Information

Contact:

Address:

Telephone:

Email:

Duration of Loan: _____ Until October 15, 2020

Exhibit Name: Tomfoolery: Vintage Fun from Wenatchee Cycle & Toy

Purpose of Loan: Exhibit Display (at the discretion of the Curator of Exhibits)

Description	Condition

Continued on page:

Responsible for Transportation: x Lender Museum

Special Conditions:

Credit Line:

Unless otherwise noted, the object(s) listed above will be credited in exhibition and publication with the statement "Courtesy of [Lender's name]" or "On Loan From [Lender's name]". If a different credit line, or no credit line, is desired, please note below.

I certify that I have read the loan regulations and that I have full authority to enter into this agreement.

Lender: _____ **Date:** _____

Museum Staff: _____ **Date:** _____

Item(s) Returned Date:

Condition:

Lender: _____ **Date:** _____

Museum Staff: _____ **Date:** _____

Incoming Loan Regulations

Requests for loans to the Museum are made by the Curator of Collections or the Curator of Exhibits and are reviewed with consideration of the object's provenance, its condition, the clarity of rights and title, the presence of lender-imposed restrictions, and the associated costs of the loan. The Museum does not accept incoming loans offered for the purposes of commercial exploitation of the object or to increase the value of the object when sold. The Museum will not knowingly exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites. An Incoming Loan Agreement must be signed by the lender prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Museum staff in advance and documented on the Loan Agreement. If mutually agreed upon, lender's outgoing loan paperwork may be used in lieu of Museum's Incoming Loan Agreement. Loans are made to the Museum for the period of time listed on the Incoming Loan Agreement and may not be withdrawn without adequate prior notification. All costs involved with incoming loans must be discussed in advance with Museum staff and require approval from the Director. These can include loan or rental fees, framing costs, insurance fees, and shipping charges. If requested, the Museum will provide the borrower with a certificate of insurance as evidence that the Museum has insurance coverage in place for the object on loan. Loans will be insured based on their fair market value as provided by the lender. It is the responsibility of the lender to inform the Museum if the stated value of the object changes during the period of the loan. The Museum will also, when requested, provide the lender with a current Facilities Report. It is the responsibility of the lender to inform the Museum in writing if their address or ownership status changes during the loan period. The Museum will return the object to the lender listed in the Incoming Loan Agreement and will only deliver the object to another party with written authorization from the lender.

Artifacts will be borrowed only under written agreement with specified termination dates of under 180 days, unless otherwise authorized by the Director. In no instance will an object or collection be borrowed for an indefinite period or permanently. The Museum will provide adequate insurance to protect the artifacts they have borrowed.

All borrowed objects will be accompanied by documentation as to their title, history, context and other appropriate data.

In all cases, the Museum shall handle borrowed articles in a manner consistent with the requirements it might place upon a borrower of its own artifacts.