

# 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 full name and address of the heir(s). \_\_\_\_\_ in writing forthwith, giving the

d. Additional conditions:

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

6. SIGNATURE OF LENDER

7. SIGNATURE OF MUSEUM REPRESENTATIVE

8. DATE