Loans Out

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| --- | --- |
| **Object Identification Numbers** | |
| Cathedral Inventory Number |  |
| Borrower’s Temporary Number |  |

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| --- | --- |
| **Purpose of the loan** | |
| Purpose of the loan |  |
| Dates required  *Note installation & removal dates as well as display dates for exhibitions* |  |
| Date loan agreed with borrower in principle |  |

|  |  |
| --- | --- |
| **Borrower’s Contact Details** | |
| Name |  |
| Address |  |
| Telephone number |  |
| Email |  |
| **Recipient’s Contact Details (if different)** | |
| Name |  |
| Address |  |
| Telephone number |  |
| Email |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Description of Object(s) applied for** | | | | | | |
| Type of object |  | | | | | |
| Popular name / title |  | | | | | |
| Outstanding | Yes | | | No | | |
| Physical description  *Including dimensions* |  | | | | | |
| Value |  | | | | | |
| Photograph of the object | Yes | No | Can they be used in promotional material? | | Yes | No |
| Any additional descriptive and historical information as required |  | | | | | |

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| --- | --- |
| **Object Care** | |
| Display requirements  *e.g. environmental monitoring, display case* |  |
| Environmental requirements  *e.g. Temperature, RH, Light Levels* |  |
| Packing & transport requirements  *e.g. accompanied transport, type of packing* |  |
| Handling requirements  *e.g. gloves, instructions for lifting* |  |
| Insurance / Indemnity Arrangements  *Including transport* |  |
| Condition Report before loan  *Including photographic record, any work undertaken in preparation for the loan & monitoring requirements* |  |
| Concerns or changes during the loan  *Including who reported by and date* |  |
| Condition Report after loan  *Including any conservation required as a result of the loan* |  |

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| **Permissions** | | |
| Determining body | FAC | CFCE |
| Date of determination |  | |
| Outcome |  | |
| Determination conditions |  | |

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| --- | --- | --- | --- |
| **Chapter of [Name] signatory:**  I agree that the information given on this form is correct | | | |
| Signed |  | Date |  |
| **Remover:**  I acknowledge receipt of the item(s) described above | | | |
| Signed |  | Date |  |
| **Recipient:**  I acknowledge receipt of the item(s) described above and accept the conditions overleaf | | | |
| Signed |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Return of object to the Chapter of [Name]:**  I acknowledge the return of the object(s) described above in a satisfactory condition following the end of the period of loan | | | |
| **On behalf of the Chapter of [Name]** | | | |
| Signed |  | Date |  |

**Terms and Conditions:**

The Chapter of [Name]’s responsibility for insurance, loss or damage to the items ceases once the item(s) is/are in the custody of the above named, resuming only once the item(s) is/are returned to their custody, inspected and signed for unless otherwise agreed.

Condition reports will be prepared at the borrower’s expense.

It is the borrower’s responsibility to return items on time.