Loans In

|  |  |
| --- | --- |
| **Object Identification Numbers** | |
| Cathedral Inventory Number |  |
| Lender’s Object Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose of the loan** | | | | |
| Purpose of the loan |  | | | |
| Dates required  *Note installation & removal dates as well as display dates for exhibitions* |  | | | |
| Loan agreed in principle | Yes | No | Date |  |
| Date loan agreed by FAC |  | | | |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Object(s)** | | | | | |
| Type of object |  | | | | |
| Popular name / title |  | | | | |
| 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 |  | | | | |

|  |  |
| --- | --- |
| **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 and while on Chapter property* |  |
| Condition Report before loan  *Including photographic record & monitoring requirements* |  |
| Concerns or changes during the loan  *Including date reported* |  |
| Condition Report after loan  *Including any conservation required as a result of the loan* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chapter of [Name] signatory:**  Receipt of the object(s) listed above is hereby acknowledged | | | |
| Signed |  | Date |  |

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

**Terms and Conditions:**

During the period of the loan the Chapter shall take all reasonable steps to provide for the safe custody and protection of the articles and shall insure each item against loss or damage by theft or fire to the sum specified PROVIDED that the Chapter shall be responsible for such insurance only from the time when the said articles are received by them until the time when the said articles are dispatched by them to the Custodians.