

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-5440

LOANING AND DISPOSAL OF SPECIAL COLLECTIONS
MATERIALS

1. The Hammond Public Library collection items having an assessed value equal to, or greater than, \$5,000 or items of historical significance or items located in the Suzanne G. Long Local History Room are defined as Special Collections.
2. At the discretion of the Board of Trustees, individual items within the Hammond Public Library's Special Collections may be loaned to other organizations for public display purposes off Hammond Public Library property provided a completed Loan Agreement has been submitted to, and approved by, the Board of Trustees. Approval for individual items under \$5,000 will be considered by the library director.
3. At the discretion of the Board of Trustees, individual items within the Hammond Public Library's Special Collections may be withdrawn and disposed of by gifting or sale to organizations or individuals. Individual items under \$5,000 may be withdrawn and disposed of by gifting or sale to organizations or individuals at the discretion of the library director.

Loan Agreement

The Hammond Public Library
564 State Street
Hammond, IN 46320
219-931-5100

On this date, _____ the Lender agrees to lend of the following Item(s):

_____ (See attached sheet if necessary)

To (hereafter Borrower):

Name _____ Organization _____
Address _____ Telephone _____

For public display at the following locations:

Name and address of display facility _____

For the period beginning and ending on the following dates:

Beginning _____ Ending _____

In accordance with the conditions listed as follows:

I. Insurance: The borrower is required to have and keep a wall-to-wall insurance policy on the item for the duration of this agreement:

- A. against damage, loss or theft at a minimal amount of _____ U.S. Dollars
- B. under policy number _____ dated _____
- C. issued by the following insurance carrier _____

II. Costs: The Borrower will pay all costs unless otherwise noted here: _____

III. Display Credit Line: for public display, cataloging and brochure purposes the following credit line should be used: **Courtesy Hammond Public Library.**

V. Special Requirements for item handling, installation and display are: _____

Additional Loan Conditions

Item care and protection: Items borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower agrees to meet the special requirements for installation and handling as noted above. Furthermore, the Lender may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan and at the expense of the Borrower. No item may be altered, cleaned, or repaired without the written permission of the Lender. Items must be maintained in a building equipped to protect objects within from fire, smoke or flood damage and protected from extreme temperatures and humidity, excess light, and from insects, vermin, dirt, or other environmental hazards. Items must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases or other responsible means.

Packing and Shipping: The Lender agrees to: A). prepare and pack the item(s) for shipment prior to the date scheduled for shipment; B). will specify in writing to the Borrower the condition of the Item when it is prepared for shipment. The Borrower agrees: A). to schedule the pick-up, transportation and delivery of the item(s), to bear all costs of shipping and to insure that portal-to-portal insurance is maintained throughout the shipping process commencing at the beginning date of the agreement and ending at the return of the item into the Lenders possession; B). to immediately notify the Lender in writing of any condition discrepancies found upon unpacking of the item(s) at the display location, any condition discrepancies or alterations arising during the display period ; C). use the same packing and shipping methods to return the item to the Lender.

Insurance: Items shall be insured during the above described loan period for the value stated on the face of this agreement. If the insurance is to be carried by the Lender, with the premium billed to the Borrower, this agreement will act as proof of, or as a certificate of, "all-risk" wall-to-wall insurance coverage. If the Borrower carries the insurance policy then the Borrower agrees that the Lender will be named as additional insured. The Lender may also request documentary evidence of coverage in addition to a policy number and name of insurance carrier such as a copy of the policy or a certificate of insurance. If the Borrower fails to secure and/or maintain said insurance, the borrower will, nevertheless, be required to respond financially in case of loss or damage to the item as though said insurance were in effect.

Reproduction and Credit: Unless otherwise agreed to in writing, only impromptu photographs by the viewing public are allowed. No other reproduction will be permitted except for digital photographic copies used for catalog and publicity uses as related to the stated purpose of the loan.

Extensions/ Location Alterations/Cancellation. Any extension of the loan period must be approved in writing by the Director of the Hammond Public Library and be covered by a parallel extension of the insurance coverage. The Lender reserves the right to recall the item(s) from loan on short notice, if necessary. Furthermore, the Lender reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.