



7/23/24 Meeting Provided by Les Watts

Columbia County Museum Association (CCMA)
230 Strand Street, St. Helens, Oregon 97051

Outbound Loan Agreement

Date: _____	Object no: _____
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Object description(s):

Object condition: Fair Good Excellent

Describe any visible defects:

Borrower Name: _____

Organization: _____

Mailing Address: _____

Phone number: _____

Email: _____

Loan Purpose: _____

Display Location: _____

Loan Period: 6 months 1 year 2 years 3 years 4 years 5 years Other ____ (not to exceed 5 years)

Start Date of Loan: _____ **Planned End Date:** _____

Movement/display needs:	_____
Packing/transport needs:	_____
Conservation/maintenance needs:	_____

All objects covered in this loan agreement will normally be insured for their stated value by the borrower during transit and while on the borrower's premises.

Insurance Carrier: _____

Conditions of loan:

- No object will be loaned unless the safety of the object is assured. Adequate security, environmental conditions, and standards of care shall be used.
- Objects borrowed shall remain in the condition in which they are received. They shall not be cleaned, repaired, retouched, or altered in any way without prior written permission from CCMA.
- The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object(s).
- The borrower shall be responsible for any damage to person or property due to the condition of the object. The CCMA shall be notified immediately of any such event, loss, damage or deterioration.
- All costs associated with the loan shall be the responsibility of the borrower.
- No object shall be reproduced while on loan without written permission from the CCMA.
- The borrower shall acknowledge the lender in any publications or while on display. The credit shall include: "From the collection of the Columbia County Museum Association, St. Helens, Oregon". The CCMA requests a copy of any publication based upon any part of its collection.
- Representatives of the CCMA shall be permitted access to the borrower's premises to examine the object.
- The borrower may be required to return the object(s) at any time, but no later than the expiration of the loan.
- Any extensions of the original loan period shall be negotiated with the CCMA.
- Loans are made to institutions and not to individuals, except under unusual circumstances. It is understood that the person signing this agreement is responsible for ensuring that the conditions of this loan are met.
- The receipt of any agent of the borrower shall be regarded as receipt of the borrower.

The borrower agrees to all terms and conditions specified herein.

Signature of borrower: _____

Signature of CCMA representative: _____

Date: _____

Attach or provide a link to a photo of the loaned object(s).

Attached OR Link location _____

(Two copies of this form are to be signed. One is to be retained by borrower and one by the CCMA.)

Date of return: _____

Received by: _____

Condition of receipt: _____