

Potential Object Loan Form



Thank you for considering making an object loan to Havering Museum. As the Museum has limited space to display loaned objects, any potential object loan must be considered and accepted by the Exhibitions Team first. Any object offered to the Museum must also fulfil the following criteria:

- Evidence of being made or used in Havering
- Accompanied by supporting information, e.g. photographs or receipts
- Size, weight and condition will be taken into consideration

Prior to accepting objects for loan, we need to record the following information. With this information the Exhibitions Team will be able to make an assessment. Please fill out this form with as much detail about your object(s) as you can, attaching photographs if possible:

OBJECT INFORMATION	
Brief Description	
Size (in centimetres, height x width x depth OR diameter)	
What is it made of?	
Distinguishing Marks e.g. maker's marks (if any)	
Age (approximate if unknown)	
Historical Information Related to Object (where was it made/used, and by whom, if known)	
Any Other Information (e.g. receipts, photographs)	

YOUR DETAILS*			
Name	<i>Title</i>	<i>Forename</i>	<i>Surname</i>
Address		Post Code	
Telephone	<i>Daytime</i>	<i>Evening</i>	
Email		Date	

***Data Protection** - This information is for the use of Havering Museum only and will not be disclosed to third parties.

Please return this form by hand, post or email to:

The Collections & Exhibitions Team Leader

Havering Museum, 19-21 High Street, Romford, RMI IJU

Phone : 01708 766571

Email: collections@haveringmuseum.org.uk

Havering Museum will endeavour to respond within four weeks. Thank you.

Standard Loan Terms and Conditions

Havering Museum, The Brewery Gate, 19-21 High Street, Romford, RMI 1JU (hereinafter, "the Museum"), is the Borrower of the object/s. These Terms and Conditions protect the Lender and the object/s being borrowed from him/her. Loans will only proceed where the Lender is prepared to accept the Terms and Conditions outlined on this page.

Costs - If the Museum has initiated the loan, the Museum will bear all direct costs of borrowing (unless by special arrangement with the Lender) including: transport and packing, insurance cover, photography, costs to meet display requirements, costs for possible conservation work. If the Lender has initiated the loan, the Lender will bear the costs listed above (unless by special arrangement with the Museum).

Display and Security Requirements - The Museum will ensure that the object/s are displayed to museum standard. The Museum will provide appropriate environmental and display conditions for the preservation and security of the borrowed object/s, and ensure that these are maintained throughout the loan period. The Lender may visit the display or storage area to examine security and environmental arrangements. The object/s will not be stored, exhibited or used near any radiators, air conditioning equipment, heaters, boilers, fires or other sources of heat, pollution or areas where smoking is permitted. The object/s will be protected at all times from damage by sunlight, rain, snow, and vibration. The Lender will be advised before the start of the loan if the object/s will be on open display in an area where eating or drinking is permitted. The Museum will provide appropriate protection for objects on open display in areas where eating or drinking is permitted.

Insurance - The Museum is responsible for insuring the borrowed objects. Whilst on site the objects are covered by the Museum's annual insurance policy. The insurance value/s shown on this document are those advised to the Museum by the Lender. In the event of any object/s being lost, stolen, destroyed, damaged or suffering deterioration in its condition since the commencement of the loan, the Museum shall notify the lender as soon as possible, and the value/s shall be determined in accordance with the terms of the Museum's insurance policy. The Museum must inform the Lender in case of theft or breach of security in the exhibition or storage area where the object/s are displayed or stored.

Accountability and Responsibility - The Museum is responsible for a loaned object/s at the point at which the object/s, as part of an individual loan, has entered the Museum's premises with the Lender, or been loaded into a vehicle belonging to a Museum volunteer for transportation to the Museum. The Museum's responsibility will cease when the object/s, as part of an individual loan, is collected from the Museum's premises by the Lender or leaves the vehicle of a Museum volunteer returning the object/s to the Lender.

Condition Reporting - At all times the Museum shall take all the necessary steps to care for the object/s as outlined in the Loan Agreement. The object/s will be condition reported upon arrival at the Museum's premises and inspected at the end of the loan period. A copy of the condition report will be sent to the Lender at the start of loan period, which they must sign to confirm that this was the condition the object/s arrived in. The Lender will sign the condition report again at the end of the loan period to confirm that the object/s has been returned in the same condition. The Museum will notify the Lender of any deterioration in the condition of the object/s during the loan period, and amend the condition report accordingly.

Photography and Copyright - The Lender gives copyright permission for the Museum to make and use photographs of object/s for marketing, PR and educational purposes. Non-flash visitor photography will also be permitted unless by prior arrangement with the Lender.

Changes and Termination - The Museum will notify the Lender in writing as soon as possible of any changes to the agreed Terms and Conditions of the loan. The Museum and the Lender each have the right to terminate the loan before the end of the loan period, but must give at least two weeks written notice to the other party. Requests from either the Lender or the Museum to renew the loan must be submitted to the other party at least two weeks before the end of the loan period.

The Loan Agreement is subject to the Laws of England unless agreed otherwise with the Lender, in which case appropriate legal advice may be sought by the Museum.

For Museum use only			
Form Received By		Date	
Action Taken		Date	
For accepted objects only			
Object Entry Form No.		Date	
Name of Exhibition/ Project Intended For			