

# Augustana College

## Special Collections

### CONDITIONS GOVERNING LOANS

1. The conditions set forth in this form apply to all objects lent to the borrower and cannot be altered, changed, waived, or otherwise amended, except as agreed upon in writing.
2. It is understood that materials covered by this receipt shall remain in the condition in which they are received. They shall not be cleaned, restored, repaired, retouched, rehoused, or altered in any way whatever except with written permission of Augustana College Special Collections.
3. Materials covered by this receipt shall remain in the possession of the borrower for the time specified. The borrower shall communicate in writing any requests to extend the term of the loan.
4. Unless otherwise indicated, the cost of transportation and packing will be borne by the borrower. These costs may include transportation fees, insurance, conservation and mounting, loan fees, appraisals for the purpose of insurance, and other administrative fees. The method of shipment shall be agreed upon by both parties. Augustana College Special Collections certifies that the materials are in such condition as to withstand the ordinary strains of packing, transportation, and handling. Augustana College Special Collections shall assure the materials are adequately and securely packed for the type of shipment agreed upon, including transmitting to the borrower any special instructions for unpacking and repacking.
5. Damage, whether in transit or on the borrower's premises and regardless of who may be responsible therefore, shall be reported to Augustana College Special Collections immediately. The borrower must also cooperate in reporting and investigation by any insuring agency.
6. Material loaned for exhibition or display shall be monitored by the borrower or representatives of the borrowing institution at all times while on display. Exhibited materials shall be kept out of direct sunlight and high humidity, and food and drink shall not be allowed near the materials at any time. The borrower should be prepared to send, upon request of Augustana College Special Collections, a document describing exhibition facilities prior to materials being transferred.
7. The borrower shall not affix labels or other markings directly upon the loaned materials. Identifying information should instead be applied to protective containers or sleeves or included on removable slips; materials used for such enclosures and slips should meet relevant conservation standards.
8. A credit line, stating that the materials have been loaned by Augustana College Special Collections, must appear with any object exhibited or reproduced.
9. The borrower may photograph the materials received by this receipt only for internal documentation and publicity purposes, and for reproduction in approved publications. The borrower shall not allow any photocopying or other reproduction of loaned materials without the explicit permission of Augustana College Special Collections. Under NO circumstances may the materials be used for advertising.