



**SWENSON SWEDISH IMMIGRATION
RESEARCH CENTER**

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LOAN AGREEMENT

Name _____ **Date** _____
Institution _____
Address _____
City _____ **State** _____ **Zip** _____
Phone _____ **Email** _____

Purpose of Loan: _____

Period of Loan: _____ to _____

Description of Material to be Loaned	Collection Name/Number

I agree to abide by the Conditions Governing Loans set forth by the Swenson Center

Requestor signature _____ **Date** _____

Staff member signature _____ **Date** _____

SWENSON CENTER STAFF USE ONLY

Item returned	Date: _____	Initials: _____
Condition report complete	Date: _____	Initials: _____
Item reshelved	Date: _____	Initials: _____

CONDITIONS GOVERNING LOANS

1. The conditions set forth below apply to all objects lent and cannot be changed, altered, waived, or otherwise amended except as agreed upon in writing.
2. Objects covered by this receipt shall remain in the condition in which they are received. Objects shall not be cleaned, repaired, retouched, or altered in any way except with the written permission of the Swenson Center.
3. Objects are to be exhibited only in situations that ensure their safety. Buildings/exhibit space shall reasonably ensure the objects' security and protection from theft, damage, fire, flood, extreme temperatures and humidity, excessive light, pests, and other environmental hazards. Food and drink shall not be allowed near the materials. Objects shall be handled by experienced personnel. The borrower should be prepared to send, upon request, a document describing the institution's exhibition facilities, including environmental controls and security protocols.
4. The borrower is responsible for any damages incurred, whether in transit or on the borrower's premises, and such damages shall be reported immediately to the Swenson Center. The borrower must also cooperate in any reporting and investigation done by an insuring agency. The borrower is encouraged to document the condition of materials upon receipt of the object and prior to packing for return shipment.
5. All transportation costs shall be assumed by the borrower. All objects covered in this receipt shall be insured during transit. The method of shipment shall be agreed upon by both parties. Loaned materials will be returned promptly in the same condition as received and under the same or equivalent packing materials and shipping methods.
6. The borrower shall not affix labels or other markings directly upon loaned materials. Identifying information should instead be applied to protective containers, sleeves, or on removable slips. Materials used for such enclosures and slips should meet appropriate conservation standards.
7. The borrower shall not allow any photocopying or other reproduction of loaned materials without the explicit permission of the Swenson Center, except as needed for internal documentation.
8. A credit line must appear with objects exhibited and promoted stating that the materials are on loan from the Swenson Center, such as: "On loan from the Swenson Swedish Immigration Research Center, Augustana College, Rock Island, Illinois."



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