

SCHAFFER LIBRARY  
807 Union Street Schenectady,  
NY 12308

## OUTGOING LOAN CONTRACT

**Date:**

**Borrowing Institution:**

**Address:**

**Telephone:**

**Fax:**

**Contact:**

**Shipping Address:**

**Exhibition Title:**

**Exhibition Dates:**

**Loan Dates:**

**Fee:** \$

**Transportation/Insurance Fee:** \$

**Security level:** moderate security required (dedicated exhibition space, locked and alarmed when closed to public, monitored when open to public; no extremes of heat, humidity or light)

**Artist Name:**

**Title of Object:**

**Date:**

**Medium:**

**Size (include height, length,  
depth & weight):**

**Insurance value:** \$

**Artist Name:**

**Title of Object:**

**Date:**

**Medium:**

**Size (include height, length,  
depth & weight):**

**Insurance value:** \$

**Insurance Value Total:** \$

“Courtesy of Union College Permanent Collection, Schenectady, NY”

**Borrowing Institution Information:** Please include name and contact information

**Director:**

**Curator:**

**Registrar:**

**Publications Coordinator:**

**Public Relations Manager:**

**Terms and Conditions of Agreement:**

**Contract:** Signing of the contract between borrower and the Union College Permanent Collection constitutes a binding agreement. If the contract is canceled less than two weeks before the scheduled opening, the borrower agrees to forfeit the loan fee.

**Payment:** At the time the contract is signed by both parties, the borrower will be billed and is responsible for payment of the loan fee within 30 days.

**Transportation:** All costs of insuring, handling, packing, and shipping of the loaned object(s) are the responsibility of the borrower. Loaned object(s) are to be returned to the lender at the following address unless the borrower is notified in writing to the contrary by the lender:

*Schaffer Library, Mandeville Gallery Office / Union College / 807 Union Street / Schenectady, NY 12308*

**Insurance:** The borrower agrees to take out all-risk, wall to wall insurance, in its name in the name of Union College for the borrowed objects, for an amount equivalent to their value as set forth above. This insurance will remain in effect for the entire period during which the borrower is responsible for the works. The borrower agrees to provide a Certificate of Insurance issued to Union College prior to shipment, evidencing the foregoing coverages and the provisions of this paragraph. The borrower agrees to maintain the borrowed objects in the condition they are received and apply standards of the greatest professional care and attention to the borrowed objects. The borrower may take no action on any portion of the object(s) without prior written permission from the Union College Permanent Collection. Any damage or change in the condition of a borrowed object must be immediately reported to the Union College Permanent Collection. Should any damage occur to the loaned object(s) while in transit or in possession of the borrower, the borrower agrees to pay for the conservation necessary to restore the object(s) to pre-damaged condition.

**Security:** The borrower agrees to fulfill all handling and security requirements stipulated by the Union College Permanent Collection. Specific instructions may be provided. Protected storage space for the packing container(s) must also be provided.

**Governing Law:** This agreement shall be governed by and in accordance with the laws of the State of New York. Disputes shall be resolved in the Supreme Court of the State of New York,

County of Schenectady, or in the United State District Court for the Northern District of New York.

Please sign and return two copies of the contract; a signed original will be mailed to you.

**Union College:**

The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College

*Signature*

*Signature*

*Print Name*

*Print Name*

*Title*

*Title*

*Date*

*Date*