



# Idaho Museum of Natural History

Idaho State University • 921 South 8<sup>th</sup> Avenue, Mail Stop 8096 • Pocatello, ID 83209-8096

(208) 282-3168 phone • (208) 282-5893 fax • [imnh@isu.edu](mailto:imnh@isu.edu)

## OUTGOING LOAN AGREEMENT

**BORROWING INSTITUTION:** \_\_\_\_\_

**INDIVIDUAL:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DURATION OF LOAN:** \_\_\_\_\_ **TO** \_\_\_\_\_

**DIVISION CURATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MUSEUM REGISTRAR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOAN EXTENSION REQUESTED TO:** \_\_\_\_\_

**DIVISION CURATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**2<sup>nd</sup> LOAN EXTENSION REQUESTED TO:** \_\_\_\_\_

**DIVISION CURATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Loan #:

- \_\_\_\_ Anthropology
- \_\_\_\_ Archives
- \_\_\_\_ Earth Sciences
- \_\_\_\_ ESAR
- \_\_\_\_ IVL
- \_\_\_\_ JAW
- \_\_\_\_ Life Sciences

### Purpose of Loan:

- \_\_\_\_ Research
- \_\_\_\_ Identification
- \_\_\_\_ Teaching
- \_\_\_\_ Destructive
- \_\_\_\_ Sampling
- \_\_\_\_ Exhibition
- \_\_\_\_ Photography
- \_\_\_\_ Casting
- \_\_\_\_ Other:

### DESCRIPTION

**CREDIT LINE:** \_\_\_\_\_

#### SHIPPING INFO:

First class US Mail \_\_\_\_\_  
UPS (tracking #) \_\_\_\_\_  
Fed Ex (tracking #) \_\_\_\_\_  
Other: \_\_\_\_\_

Insurance value: \_\_\_\_\_

Shipping Address (if different from above): \_\_\_\_\_

#### Acknowledgement:

Borrower acknowledges receipt of object(s) listed above and agrees to abide by all conditions printed on the back of this form or as attached. *Sign and return to IMNH at address above.*

Received condition: in good condition  
except as noted

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
printed name

\_\_\_\_\_  
date

#### Return Receipt:

It is hereby acknowledged by IMNH that all objects listed above or on any attached sheets have been received back in satisfactory condition except as noted:

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
printed name

\_\_\_\_\_  
date

## **Conditions for Outgoing Loans**

Outgoing Loans are subject to the following Conditions. Acceptance of this loan infers that you have read and agree to these Conditions.

### *Care and Preservation*

Unless otherwise specified under Conditions, objects covered by this loan will remain in the condition in which they are received. Objects will not be transferred, cleaned, repaired, altered, or replicated in any way without the written permission of the Idaho Museum of Natural History.

The borrower will exercise such precautions as are agreed to by the Idaho Museum of Natural History and the borrower for the safekeeping and preservation of the property.

### *Packing and Shipping*

Objects will be returned via the same method of shipment as they were sent, unless otherwise agreed to in writing. Damage or deterioration, whether in transit or on the borrower's premises and regardless of responsibility, will be reported immediately to the Idaho Museum of Natural History.

### *Insurance and Costs*

All insurance, handling, packing, transportation and other loan-related costs are paid by the borrower, unless otherwise agreed to in writing.

### *Reproduction and Credit*

Written permission must be obtained from the Idaho Museum of Natural History for all uses.

Full documentation of ownership credit must be given with the required credit line: © Idaho Museum of Natural History. If on a website, this credit line must be linked to the Museum's webpage at <http://imnh.isu.edu>. If federal agency regulations apply, additional credit lines may be required. The borrower assumes full legal responsibility for any infringement of literary, copyright, or publication rights.

One digital or two complimentary hard copies of completed reports or publications must be furnished to IMNH.

### *Return/Extension/Cancellation*

Extensions of the loan period may be granted upon written request to the Registrar. Loans will be returned or an extension will be requested on or before the due dates of the loan. The loan may be extended for an additional specified period with the written approval of the Idaho Museum of Natural History and the appropriate Federal Agency, if applicable. The Idaho Museum of Natural History may recall the loan before the due date provided the borrower is given thirty (30) days advance notice.

### *Conditions*

The Idaho Museum of Natural History reserves the right to set any additional conditions or restrictions related to this loan, including, but not limited to, conditions or restrictions related to analysis, packing, shipping, insurance, exhibition, installation, environmental controls, and security. All conditions will be made in writing and attached to this loan agreement prior to approval of the loan.

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