

Terms and Conditions for Exhibition Loan Agreement

The Grosvenor Rare Book Room (hereafter RBR), agrees to temporarily loan the borrower the objects enumerated above, for the purpose of exhibition, for the duration of the loan period. The loan is subject exclusively to the terms and conditions of this agreement.

Conditions of Loan

Items are loaned only with the permission of RBR staff, which may restrict or deny loan of materials for exhibit, or require use of copies in lieu of original materials, when the physical condition of such records might be endangered by use. RBR staff may also deny loan for exhibit if the borrowing institution does not demonstrate the ability to meet requirements for the safe transport, exhibit, and custody of materials. Loaned items may not be exhibited for more than six months.

RBR staff will examine and document all materials prior to their release and following their return. RBR staff reserves the right to recall borrowed items at any time. Rehousing and/or conservation treatment of loaned materials may not be conducted without the written permission of RBR staff. The borrower is required to obtain approval from RBR staff prior to creating and/or using images of RBR materials for publicity, and to provide RBR with copies of all publicity relating to the exhibit.

Care and Exhibition

The borrower will treat the loaned items with the same care as it does in the safekeeping of comparable property of its own. Evidence of damage or loss will immediately be reported to the lender. Unless authorized in writing by the lender, the borrower will not alter, clean, repair, or restore borrowed items.

Environment

Lighting levels in the exhibit area will shall not exceed 15 footcandles; levels of ultraviolet light should not exceed 75 uw/lumen. Loaned items shall not be exhibited in any area receiving direct sunlight. Ultraviolet light filtration should be used between the item and any ultraviolet light source.

At all times, in storage or on display, loaned items shall be maintained in an environment within the following parameters:

Temperature: 60° to 70° and not fluctuating more than $\pm 3^\circ$ in a 24 hour period.

Relative Humidity: 30-50% and not fluctuating more than 3% in a 24 hour period.

Reproduction and Credit

Permission from the lender is required to photograph or otherwise reproduce borrowed items. Copies of any catalog or other material with descriptions/images of borrowed items will be provided to the lender as a courtesy. The borrower will provide credit as specified in the Agreement to the lender in any publications and exhibit labels. Copyright of borrowed items resides with the particular copyright owner. As such, the borrower is responsible for securing appropriate permission before reproducing any loaned work, both from the lender and the copyright owner.

Security and Protection

The borrowing institution must demonstrate the ability to protect the loaned items from theft, vandalism, fire, and other disasters while in its custody. The borrower may be required to provide a detailed security plan as part of the loan application and agreement.

Insurance

Insurance should be provided by the exhibitor in an amount that RBR staff and the insurance carrier agree is a fair market value, consistent with historic and financial value and sufficient to encourage vigilance. A copy of the certificate of insurance is required.

Shipping and Packaging

Loaned items will be packaged by RBR staff in containers that provide adequate physical support and protection. Items should be returned in the same packaging, and protected from undue environmental fluctuations during transport and storage. The responsibility for shipping costs of materials solicited and requested by the borrower will be the responsibility of the borrower.

Termination

Unless otherwise agreed to in writing, the loan shall terminate on the date given on the Agreement. Upon termination of the loan, the borrower will return items to the lender. A receipt form will be completed and returned promptly to the borrower.