

Special & Rare Collections



Outward loan agreement

University of Tasmania Library Special and Rare Collections/ Level 5, Morris Miller Library, Sandy Bay
Campus, University of Tasmania; Private Bag 25 University of Tasmania
P: (02) 6226 2222 / E: special.collections@utas.edu.au

Object no: _____

Object description: _____

Object condition: _____

Borrower name: _____

Organisation: _____

Address: _____

Phone: _____

Email: _____

Loan purpose: _____

Loan period: _____

Date of receipt: _____

Return date: _____

Please note the following requirements and conditions.

Movement/display needs (including recommended requirements):

Packing/transport needs (including recommended requirements):

Conservation/maintenance needs (including recommended requirements):

Catalogue and publicity (form of acknowledgement):

Conditions of loan

- University Library Special and Rare Collections requires notice for the borrowing of an object.
- No object will be lent unless the safety of the object is assured. Adequate security, environmental conditions and standards of care must be evident.
- The objects are regarded as being 'in good condition' unless University Library Special and Rare Collections are otherwise notified.
- The receipt of any agent of the borrower shall be regarded as receipt of the borrower.
- The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object(s).
- The borrower shall be responsible for any damage to person or property due to the condition of the object. University Library Special and Rare Collections should be notified immediately of any such event, loss, damage or deterioration.
- All costs associated with the loan will be the responsibility of the borrower. This includes transport costs. Objects lent within the University of Tasmania are covered by UTAS Insurance guidelines http://www.utas.edu.au/_data/assets/pdf_file/0020/215642/Insurance-Guidelines.pdf
- No object will be reproduced while on loan without permission from the University Library Special and Rare Collections.
- The borrower shall acknowledge the lender in any publications or whilst on display.
- The borrower will follow the instructions featured on the loan form.
- Representatives of University Library Special and Rare Collections shall be permitted access to the borrower's premises to examine the object.
- The borrower may be required to return the object(s) at any time, but no later than the expiration of the loan.
- Any extensions of the original loan period must be negotiated with University Library Special and Rare Collections
- No object will be lent without the completion of University Library Special and Rare Collections Outward Loan agreement form.

Signature of borrower: _____

Date: _____

(Two copies of this form are to be signed. One retained by borrower and one by the Library)

Date of return: _____

Received by: _____

Condition of receipt: _____