



Military Communications and Electronics Museum
95 Craftsman Blvd.
PO Box 17000 Station Forces
Kingston, Ontario
K7K 7B4
Telephone: (613) 541-5130
Articles on Loan Agreement

Borrower Name:
Borrower Address:

Borrower Reference:

Contact:

Type of Loan:

Purpose:

Period of Loan: Start Date~

Return Date~

This is an agreement between the C & E Museum and the Borrower above named and is in respect of the Article listed in the loan receipt whereof is hereby acknowledged by the concerning parties (the Museum, and the Borrower).

The Conditions of this loan, unless otherwise stated in the Special Conditions sections of the document are as follows:

1. The Borrower shall be responsible for all costs involved in transport to and from the Museum for the duration of the loan.
2. If required, the Borrower shall arrange for insurance for the objects against all risks during the packing and unpacking, transit from the Museum, during their absence and return to the Museum. Objects will not be released for loan until insurance cover is proven if necessary for specific loan agreement. The details needed for proof of insurance would include: Type, policy No., Company, and valuation.
3. The Borrower shall take all reasonable care to ensure that the goods are not destroyed, lost, damaged, or stolen.

4. All objects borrowed must be housed or exhibited in secure, clean, dry surroundings at a reasonable and steady temperature and away from direct sunlight. Objects are not to be handled unnecessarily.
5. Labels or identifying marks directly on the objects are not to be removed or obliterated.
6. Objects are not to be sublet, leased, or loaned to a third party without prior written permission to do so. Acknowledgement to the Museum will be made in such cases.
7. Unless for private use, recording by photograph, film, video or audio of any object (specifically archival material) is not permitted unless the Borrower has contacted the proper parties to secure Copyright permission. The Museum does not own the Copyright to all the objects it has in its collection. It is up to the Borrower to fulfill any and all copyright obligations directly with the parties concerned.
8. The museum reserves the right to recall an object on loan at any time with a written notice of one month to the Borrower. Item will be returned to Borrower once Museum has fulfilled the action said object was required for.
9. The Museum is to be immediately informed in writing of any damage to, deterioration in the condition of or loss of an object on loan.
10. Unless otherwise stated, all objects are to remain in the condition in which they were received. They shall not be repaired, retouched, or altered in any way except with written permission from the Museum.
11. The maximum loan period is 99 years, and at such time the Borrower may wish to renew the loan. This may occur after a receipt of a written request to renew the loan.
12. The Museum will not accept responsibility for or be held liable for, any accident, injury or death to any persons resulting from the use of any object while the object is in the care of the Borrower. The Borrower is to ensure all due reasonable care is taken when using the object and the object is to be used in accordance with the Manufacturers Instructions, but suitable qualified personnel and in accordance with any Federal and Provincial health and safety regulations.
13. In this Agreement:

The Museum includes the successors and assigns of the Museum

The Borrower includes the personal representatives and assigns of the Borrower

Other Special Conditions included in the loan agreement are:

Other Special Conditions to this loan are:

The Borrower acknowledges that they have read and accept the terms of the agreement.

Signature of Borrower or Authorised Agent

Date

Full Name

For the Military C & E Museum

Date