



Idaho State University Mail Stop 8096 • Pocatello ID 83209-8096  
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# Incoming Loan Agreement

Lending Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address:

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Duration of Loan**      \_\_\_\_ / \_\_\_\_ / \_\_\_\_    to    \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                                mm       dd       yyyy                     mm       dd       yyyy

IMNH Representative Responsible for the Loan: \_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name and Title

Loan Extension                 /            /                 to                 /            /             
                                 mm      dd      yyyy                                   mm      dd      yyyy

Requested by: \_\_\_\_\_

Name	Title	Date
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Loan Extension                                /          /           to           /          /            
   mm        dd        yyyy                      mm        dd        yyyy

Requested by: \_\_\_\_\_

Name	Title	Date
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**Loan #:** IL-

### Purpose of Loan

☐ Research  
☐ Identification  
☐ Teaching  
☐ Destructive Sampling  
☐ Exhibition  
☐ Photography  
☐ Casting  
☐ Potential Gift  
☐ Other:

**Location of Loan at IMNH**

- \_\_\_\_\_ Anthropology
- \_\_\_\_\_ Archives
- \_\_\_\_\_ Gallery
- \_\_\_\_\_ Geology
- \_\_\_\_\_ Herbarium
- \_\_\_\_\_ Herps/Ichs
- \_\_\_\_\_ Invert Paleo/Paleobotany
- \_\_\_\_\_ Mammalogy
- \_\_\_\_\_ Ornithology
- \_\_\_\_\_ Vert Paleo

## DESCRIPTION

Credit line: \_\_\_\_\_

### Acknowledgement:

Signatures below acknowledge acceptance of the conditions and terms listed in this Agreement.

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Borrower Signature

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Date \_\_\_\_\_

Lender Signature

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Date

**Return Receipt:**

It is hereby acknowledged by lending institution that all objects listed above or on any attached sheets have been received back in satisfactory condition with exceptions noted above.

Signature

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Title

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Printed Name

Date \_\_\_\_\_

## Conditions For Incoming Loans

### Care and Preservation

1. Objects covered by this loan agreement will remain in the condition in which they are received. Objects will not be transferred, cleaned, repaired, restored, altered, or replicated in any way without the written permission of the lender.
2. The Idaho Museum of Natural History will exercise such precautions as are agreed to by the Idaho Museum of Natural History and the lender for the safekeeping and preservation of the property.

### Packing and Shipping

3. 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 lender.

### Insurance and Costs

4. If the lender elects to maintain their own insurance, the Idaho Museum of Natural History may request a certificate of insurance naming IMNH as an additional insured.
5. If insurance is waived by the lender, this constitutes an agreement by the lender to release and hold harmless the Idaho Museum of Natural History from any liability for damages to or loss of the loan property.

### Reproduction and Credit

6. The lender agrees that the objects may be photographed, sketched, other wise illustrated by the Idaho Museum of Natural History for record, publicity purposes, and/or reproduction in an exhibit catalog or research publication. Idaho Museum of Natural History will obtain written permission from the lender for all other uses.

### Return/Extension/Cancellation

7. 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 lender. The lender may recall the loan before the due date provided the Idaho Museum of Natural History is given thirty (30) days advance notice.
8. If Idaho Museum of Natural History efforts to return objects within sixty (60) days after the end of the specified loan period are unsuccessful, the objects will be placed in storage at the lender's risk and expense and insurance coverage by IMNH will be discontinued.
9. Loans that are not claimed by the lender at the end of the specified loan period will convert to an unrestricted gift to the Idaho Museum of Natural History after a period of seven (7) years from the expiration date of the loan, provided IMNH has given sufficient notice to the lender of the intention to convert and provided the lender has not made an action to reclaim the loan within those seven years.

### Change of Ownership and/or Address

10. It is the responsibility of the lender to notify the Idaho Museum of Natural History promptly if there is any change in the identity or address of the lender. Objects will be returned only to the lender of record or their designated representative.