



TEMPORARY EXHIBIT INCOMING LOAN AGREEMENT

Exhibit: _____

Dates of Loan: _____

Lender Name: _____

Lender Address: _____

Lender Email: _____ Lender Phone: _____

CONDITIONS OF LOAN

1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the lender. The condition is understood to be as stated on the attached "Exhibit Items" form(s).
2. All damages to objects at any point during the loan will be reported to the lender immediately.
3. The objects may not be lent to a third party without the advance approval of the lender.
4. The library agrees that the photographs taken of this loan, by the library staff, will be used only for the purposes of advertising and use in library documentation. The lender may request a digital copy of any of these photographs.
5. The public may photograph objects only with the permission of the lender: _____ Initial here for permission.
6. The library does not serve as a sales agent for exhibited pieces. Exhibitors are encouraged to provide name, address and/or phone number, or digital link (e.g. website or QR code), for follow-up by interested viewers.
7. The library does NOT insure art works displayed in public buildings during the time the item the art is on exhibit, in-transit or stored on library premises. All materials are displayed at the exhibitor's own risk.

I, the undersigned, hereby lend the aforementioned materials for exhibit at the Escondido Public Library ("Library") for the time period indicated. I have read, understood, and agree to comply with the Conditions of Loan. In consideration of the privilege of exhibiting this material in the Library, I hereby release the Library and City of Escondido from any and all responsibility for damage, loss, destruction and/or theft of any item exhibited and that all items are placed on exhibit at the owner's risk.

Lender Signature

Date

Library Representative (Sign & Print Name)

Date



EXHIBIT ITEMS

Lender Name	Date	Page
Item No. _____	Title/Object: _____	
Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		
Item No. _____	Title/Object: _____	
Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		
Item No. _____	Title/Object: _____	
Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		
Item No. _____	Title/Object: _____	
Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		



EXHIBIT ITEMS

Lender Name	Date	Page
Item No. _____ Artist: _____ Year: _____ Size: _____ Condition: _____	Title/Object: _____ Origin: _____ Material(s): _____	
Item No. _____ Artist: _____ Year: _____ Size: _____ Condition: _____	Title/Object: _____ Origin: _____ Material(s): _____	
Item No. _____ Artist: _____ Year: _____ Size: _____ Condition: _____	Title/Object: _____ Origin: _____ Material(s): _____	
Item No. _____ Artist: _____ Year: _____ Size: _____ Condition: _____	Title/Object: _____ Origin: _____ Material(s): _____	
Item No. _____ Artist: _____ Year: _____ Size: _____ Condition: _____	Title/Object: _____ Origin: _____ Material(s): _____	



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Lender Name	Date	Page
Item No. _____	Title/Object: _____	
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Size: _____	Material(s): _____	
Condition: _____		
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Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		
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Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		
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Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
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Artist: _____		
Year: _____	Origin: _____	
Size: _____	Material(s): _____	
Condition: _____		