

Exhibition Loan Agreement

The Lorraine Beitler Collection of the Dreyfus Affair
Rare Book and Manuscript Library
University of Pennsylvania
3420 Walnut Street
Philadelphia, PA 19104-6206
215 898-7088 (phone)
217 573-9079 (fax)

AND

Borrowing Institution: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Title of Exhibition: _____

Exhibit venue: _____

Attachments:

Inventory and insurance value of items to be borrowed.

The parties agree to the following:

1. Duration of Loan.

1.1. The University of Pennsylvania Libraries agrees to lend to _____

_____ the items listed in the attachment for exhibition.

1.2. The period of the loan will run from _____

1.3. The exhibition period will be _____

1.4. Any changes in the loan period must be approved in writing by the Libraries and covered by the conditions contained in this agreement.

Conditions

2. Responsibility for Materials.

2.1. Insurance. Coverage will be provided by the Borrowing Institution under an All Risk, "wall to wall" policy, from the time that the loan material leaves the University of Pennsylvania Libraries (address above), hereafter UPL, until the materials are returned to the Libraries and the final condition reports are completed. The loan items will be insured at values assigned by the UPL and included with this agreement. A Certificate of Insurance from an insurance company approved by the UPL evidencing such coverage must be delivered to the UPL before shipment to the Borrowing Institution occurs. The Borrowing Institution agrees to cover any deductible under its policy.

2.2. The Borrowing Institution assumes responsibility for damages or injury caused by Borrowing Institution or third parties during the length of this contract.

3. Transportation and Packing. The UPL will determine the appropriate means of packing and transporting the loan material and will approve all packing and

transportation arrangements in advance. The Borrowing Institution agrees to cover all packing and shipping costs.

4. Installation. The Borrowing Institution agrees to display all unframed items and artifacts in the appropriate display cases. Items with cradles should be displayed in their cradles. Framed items should be securely attached to the wall.

5. Publicity and Credits. The credit line *The Lorraine Beitler Collection of the Dreyfus Affair, University of Pennsylvania Libraries* will be prominently displayed in all printed material and publicity regarding the loan material. Catalogs or publicity material must be sent directly to The Lorraine Beitler Collection of the Dreyfus Affair, University of Pennsylvania Libraries, at the above address, for prior approval.

6. Rights and Reproductions. The UPL reserves the right to copy, photograph, digitize, or otherwise reproduce the loan material. The Borrowing Institution may not copy, photograph, digitize, reproduce, or publish any materials from the exhibition without the prior written permission of the UPL. All permissions are for one time only. The sale of any merchandise produced in conjunction with the exhibition must be agreed upon in advance by all parties and a separate contract detailing all arrangements must be signed by all parties involved prior to production of said merchandise.

7. Conservation. No restoration, repair, or fumigation of loan items may be performed by the Borrower. In the event that an item(s) requires conservation, under any circumstances, the Borrowing Institution will immediately notify the UPL, which will determine the appropriate means to conserve the item(s). The Borrowing Institution agrees to pay all related conservation costs.

8. Exhibition Opening and Public Programs. The Borrowing Institution agrees to pay for expenses associated with special events, exhibition opening, tours, educational, or other public programs.

9. Loan Costs. The Borrowing Institution agrees to pay installation costs. Any entrance or other fees levied on visitors to gain access to the exhibition must be agreed to by all parties in advance.

10. Any breach of this agreement may result in the immediate return of the entire exhibition at the expense of the Borrowing Institution.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date set forth.

For the Borrowing Institution:

Name: _____

Title: _____

Date: _____

For the University of Pennsylvania Libraries:

Name: _____

Title: _____

Date: _____