

## **The Archives at Alfred University**

**University Archives, Herrick Library  
NYS College of Ceramics Archives, Scholes Library  
Alfred, New York**

### **Exhibit Loan Policy and Agreement**

The items listed below are being lent for the purpose of exhibition subject to the following conditions:

- 1) Security and handling during the loan period will ensure that no loss or damage occurs. All items lent are the responsibility of the exhibitor. This responsibility includes payment for replacing or repairing lost or damaged items.
- 2) All items lent will be placed in locked exhibit cases; exhibit areas will be under surveillance when open to the public.
- 3) Items will be returned to the Archives in Herrick Memorial Library or Scholes Library as soon as the exhibition is dismantled.
- 4) Items will be displayed in a manner consistent with proper preservation procedures. The Archives should be consulted if there are any questions.
- 5) No restoration, repair, cleaning, or mounting of lent items with tape or adhesive. No marks shall be made on any item for any reason.
- 6) No reproduction of any items lent without permission of the Archives.
- 7) The Archives will be acknowledged in exhibition labels as follows: Courtesy Alfred University Archives or New York State College of Ceramics Archive at Alfred University.

# The Archives at Alfred University

University Archives @ Herrick Library

NYS College of Ceramics Archives @ Scholes Library

Alfred, New York

## Exhibit Loan Form

Title of exhibition:

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Location:

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Loan period:

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Description of items lent (or attach an inventory list):

I agree to the above conditions.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Office \_\_\_\_\_

Phone/email \_\_\_\_\_

Date \_\_\_\_\_

I give permission for the above named items to be loaned for the purpose of exhibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Archives at Alfred University)