



CENTER *of*  
SOUTHWEST  
STUDIES  
FORT LEWIS COLLEGE

1000 RIM DR., DURANGO, CO 81301 TELEPHONE 970/247-7456

**Loan Agreement Form**  
(for loans from the Center of Southwest Studies)

NAME OF BORROWING INSTITUTION: \_\_\_\_\_

BORROWER'S PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

BORROWER'S ADDRESS: \_\_\_\_\_  
{Street or P.O. Box} {City} {State} {Zip}

DESCRIPTION OF OBJECT(S) BEING LOANED FROM THE CENTER OF SOUTHWEST STUDIES (including notes on physical condition):

Accession #: \_\_\_\_\_ Volume: \_\_\_\_\_

Description:

PURPOSE(S) OF THIS LOAN:

BORROWING INSTITUTION'S LOCATION(S) FOR DISPLAY AND STORAGE OF LOANED OBJECT(S):

SPECIAL REQUIREMENTS AND CONSIDERATIONS FOR CARE/ HANDLING/ INSTALLATION OF OBJECT(S):

DATE OF LOAN: from \_\_\_\_\_ to \_\_\_\_\_

CREDIT LINE TO USE: \_\_\_\_\_, Center of Southwest Studies, Fort Lewis College  
{name of collection}

By signing this form and borrowing the above described object(s), borrower accepts responsibility to return the object(s) in the same condition as when loaned, agrees to use the object(s) only for the above stated purpose(s), agrees to the requirements listed on the other side of this form unless those terms have been modified above, agrees to notify the Center immediately of any noticed or perceived change to the object(s), and accepts liability for any loss of or damage to the object(s).

Borrowing agent's signature \_\_\_\_\_ Date \_\_\_\_\_

Borrowing agent's title \_\_\_\_\_, as agent for \_\_\_\_\_

Loan approved by \_\_\_\_\_ for Center of SW Studies Date \_\_\_\_\_

## REQUIREMENTS FOR LOAN OF OBJECTS FROM CENTER OF SOUTHWEST STUDIES

The Center of Southwest Studies makes loans, in accordance with its mission statement and its exhibit policy statement SW-44, to educational and cultural institutions with demonstrated need. Form SW-13 is to be completed for every outgoing loan of collections objects from the Center. The loan of objects from the Center of Southwest Studies is subject to the following conditions:

1. Authorization. All loans must be authorized by the Director of the Center or by the Director's delegated representative, using this form.
2. Exhibit Housings. Objects must be displayed in locked or otherwise inaccessible exhibit cases free from dust, dirt and water damage. Displayed objects should not be exposed to atmospheric contaminants or exhibit materials containing a substance that may be harmful to the objects.
3. Mounting Techniques. Displayed objects must be securely mounted and must not be in contact with adhesives or other agents (tacks, nails, etc.) used in mounting them.
4. Handling. Original loaned objects must be handled only by the curator, registrar or equivalent museum professional of the borrowing institution.
5. Conservation Treatments. No loaned objects may be altered, cleaned or repaired without prior written permission from the Southwest Studies Center.
6. Temperature and Relative Humidity. Steady conditions of temperature (65-75° F) and relative humidity (25-45%)--within a narrower range of ten points for each of the above ranges--should be maintained in the areas wherein the borrowing institution transports, stores and exhibits these objects.
7. Light. Lighting of loaned objects should not exceed (15)-foot candles, and may not exceed (10)-foot candles for black and white documents or (5)-foot candles for objects with color. Objects should never be exhibited in areas where they would receive direct sunlight. Levels of ultraviolet light in the exhibit area should not exceed 75 uw/lumen. Colored objects, such as textiles, prints, and lithographs, must be protected against ultraviolet light rays produced by sunlight and by fluorescent lighting. No photographs of loaned objects may be taken using photo-flood lights or photo-flash. These conditions apply during all stages of transport and display of the loaned objects.
8. Movement of Objects. The objects are not to be moved from the approved exhibit area or storage vault, or placed in any other location. Objects are to be returned in the same packaging and in the same arrangement as received.
9. Building Security. Loaned objects shall be stored or displayed in a fireproof building and protected by fire and smoke alarms. Objects must be guarded from damage and theft by responsible means.
10. Expenses. The expenses of packing and transportation to and from the borrowing institution will be borne by the borrower. In addition, the Director may ask the borrower to pay for the cost of its examination and photographic documentation costs before and after the loan and of conservation work that will permit the loan of an otherwise physically endangered object.
11. Insurance. The borrowing institution must, at its own expense, cover the loaned objects (from the time they leave the Center until they are returned) with an all-risk fine arts insurance policy at an amount that the Center and the insurance carrier agree is a fair market value. Evaluations for insurance purposes must be kept confidential. Evidence that insurance coverage is in full force and effect must be given to the Center before objects leave the Center.
12. Credits. The Center of Southwest Studies must receive clear and prominent credit in display and publicity of loaned objects. Copies of all press clippings must be sent to the Center.
13. Publications. The borrower may not reproduce the loaned objects in any medium, including photographs, except for the express purposes of publicity and education promoting this exhibition, without written permission from the Center.
14. Other Rights. The Center reserves the right to require other safeguards, to inspect the loaned objects on location at the borrowing institution, and to withdraw loaned objects at any time.
15. Exceptions. Any departure from the requirements listed on this page must be approved in

writing by the Director of the Center or by the Director's delegated representative.