

LOAN CONDITIONS
Anthropology Division
Burke Museum of Natural History and Culture

CARE AND PROTECTION

1. Object(s) borrowed shall be given special care at all times to insure against loss, damage or deterioration. Object(s) must be maintained in a building equipped to protect object(s) from fire, smoke or flood damage; under 24-hour physical and/or electronic security and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Object(s) must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means. Unless otherwise approved, object(s) must be displayed in closed cases.
2. Special conditions may be required as part of a loan. If so, the Borrower agrees to meet the special conditions as noted on the face of the loan agreement between the Borrower and the Burke Museum. Furthermore, the Burke Museum may require an inspection or approval of the actual installation by a member of its staff as a condition of the loan at the expense of the Borrower. Upon receipt and prior to return of the object(s), the Borrower must make a written record of condition. The Burke Museum must be notified immediately, followed by a written report, including photographs, if damage or loss is discovered.
3. No object(s) may be altered, cleaned or repaired without written permission from the Burke Museum.

PACKING AND TRANSPORTATION

1. The object(s) will be securely packed in accordance with museum standards by experienced personnel under competent supervision.
2. The object(s) will be returned packed by experienced personnel in the same or similar materials as received unless otherwise authorized by Burke Museum.
3. Costs of transportation and packing will be borne by the Borrower.

INSURANCE

1. The object(s) shall be insured during the period of this loan for the value stated under an "all-risk" wall-to-wall policy.
2. Unless otherwise agreed upon in advance, the Borrower is responsible for insuring the object(s) and providing the Burke Museum with a Certificate of Insurance or a copy of the policy made out in favor to the Burke Museum as an additional insured or waving rights of subrogation prior to shipment of the object(s). The Burke Museum must be notified in writing at least 20 days prior to any cancellation or meaningful change in the Borrower's policy. If the Borrower fails to provide said certificate of insurance, this failure shall constitute a waiver of insurance by the Borrower. The Burke Museum shall not be responsible for any error or deficiency in information furnished by the Borrower to the insurer or for any lapses in such coverage.

REPRODUCTION/CREDIT

1. Photographs of object(s) may be reproduced only for exhibit catalog and publicity associated with the exhibit. All other photography requires written permission from the Burke Museum.
2. A complimentary copy of any publication or catalog illustrating object(s) from the collections of the Burke Museum must be sent to the Burke Museum.

CANCELLATION/RETURN/EXTENSION

1. Object(s) borrowed must be returned to the Burke Museum in satisfactory condition by the stated termination date.
2. Any requests for extension of the loan period must be received in writing at least 20 working days prior to the expiration date of the loan.
3. If deemed necessary, the Burke Museum has the right to recall a loan on short notice. Furthermore, the Burke Museum reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

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