AGREEMENT FOR OUTGOING LOAN

DATE:

To: (Borrowing Institution) (Contact)

(Address) (Telephone Number) (Fax Number)

From: (Curatorial Unit)

In accordance with the Conditions printed on the reverse, the objects listed below are lent for the following purposes only:

For the period: (Approximate time objects leave NMAH until return receipt)

Location(s) of object(s) while on loan: (Attach itinerary if necessary)

<table>
<thead>
<tr>
<th>Accession Number</th>
<th>Catalog Number</th>
<th>Description of Objects</th>
<th>Insurance Value(s)</th>
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INSURANCE: (see Conditions on reverse)

_____ by Smithsonian and premium billed to Borrower

_____ by Borrower—please send a certificate of insurance listing the objects with their values and naming the Smithsonian Institution as additional insured

PACKING and SHIPPING:

Object(s) packed by
Object(s) shipped to
Outgoing shipment via
Return via (Contact NMAH Outgoing Loan Office prior to return)

COSTS (See Conditions on reverse) Borrower will pay all costs, unless otherwise noted here:

CREDIT LINE: Smithsonian Institution, National Museum of American History, Kenneth E. Behring Center (For exhibition label and catalog)

SPECIAL REQUIREMENTS for handling, installation, etc. (Attach continuation sheet if necessary):

SEE ATTACHED SPECIAL REQUIREMENTS

PLEASE READ CONDITIONS AND SIGN ON REVERSE
The Borrower agrees to the following Conditions of loan:

**Object Care and Protection:**
1. Objects borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower agrees to meet the special requirements for installation and handling as noted on the face of this agreement form. Furthermore, the National Museum of American History, Smithsonian Institution (the “Museum”) may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan, at the expense of the Borrower.

2. Upon receipt and prior to return of the objects, the Borrower must make a written record of condition, which may include photographs. The NMAH Registrar is to be notified immediately if damage or loss has occurred. Borrower must promptly follow this notification with a full written report and photographs.

3. No object may be altered, cleaned, or repaired without the written permission of the Museum.

4. Objects must be maintained in a building equipped to protect objects 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, dust, or other environmental hazards. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.

**Insurance**
1. Objects shall be insured during the period of this loan for the value stated on the face of this agreement under an “all-risk”, wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice; repairing, restoration, or retouching process; hostile or warlike action, insurrection, rebellion, etc.; nuclear reaction, nuclear radiation, or radioactive contamination.

2. If the insurance is to be carried by the Smithsonian Institution, with premium billed to Borrower, this agreement will act as proof of, or as a certificate of “all-risk”, wall-to-wall insurance coverage subject to the above-listed standard exclusions.

3. If the Borrower carries insurance, then the Borrower hereby warrants that the required coverage as described above will be secured and maintained and that the Smithsonian Institution will be named as additional insured. The Museum may request documentary evidence of coverage such as a copy of the policy or a certificate of insurance. If the Borrower fails to secure and maintain said insurance, the Borrower will, nevertheless, be required to respond financially in case of loss or damage as if said insurance were in effect.

4. Any inaction by the Museum regarding evidence of coverage shall not be deemed a waiver.

5. Insurance values may be reviewed periodically and the Museum reserves the right to increase coverage. In the event of loss or damage, the Borrower’s maximum liability will be based upon the agreed value in effect.

**Packing and Transportation**
1. Packing and transportation shall be by safe methods approved in advance by the Museum. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar materials and boxes, and by the same methods as the objects were received. Any additional instructions will be followed.

2. Government regulations will be adhered to in international shipments. As a rule, the Borrower is responsible for adhering to its country’s import/export requirements and the Lender is responsible for adhering to its country’s import/export requirements.

**Credit and Reproduction**
1. The borrower shall label NMAH objects in the main exhibit label and/or on object labels with the following credit line: Smithsonian Institution, National Museum of American History, Kenneth E. Behring Center.

2. Unless otherwise agreed in writing, no reproductions are permitted except impromptu photographs taken by the visiting public and photographs taken to document object condition.

**Costs**
- Unless otherwise noted, packing, transportation, customs, insurance and other loan-related costs shall be borne by the Borrower.

**Return/Extension/Cancellation**
1. Objects lent must be returned to the Museum in satisfactory condition by the stated termination date. Any extension of the loan period must be approved in writing by the NMAH Director or his designate and covered by parallel extension of the insurance coverage.

2. The Museum reserves the right to recall the object from loan on short notice, if necessary. Furthermore, the Museum reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

**Interpretation**
1. In the event of any conflict between this agreement and any forms of the Borrower, the terms of this agreement shall control.

2. This agreement shall be construed in accordance with the law controlling.

I have read and agree to the above conditions and certify that I am authorized to agree thereto.

Date: _________________________________

Signed: ____________________________________________

(Borrower’s Authorized Agent)

Title: _____________________________________________

Approved for the National Museum of American History:

Date: _________________________________

Signed: ____________________________________________

Title: _____________________________________________

Sign and return BOTH copies