



BESSER
MUSEUM
for Northeast Michigan
ART • HISTORY • SCIENCE

491 Johnson St. Alpena, MI 49707 * (989) 356-2202
 bessermuseum.org

Date _____

OUTGOING LOAN AGREEMENT

The following items are to be loaned by the Besser Museum for Northeast Michigan, hereafter referred to as LENDER, to the

 Name

 Address

Hereafter referred to as BORROWER:

Number	Item	Value
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Loan Dates:

Exhibit Dates:

Exhibit Title:

Credit line: Besser Museum for Northeast Michigan, Alpena, Michigan

These items are to be loaned for a(n) _____ period and shall be returned by the BORROWER to the Besser Museum for Northeast Michigan in Alpena, Michigan by

 BORROWER shall provide LENDER proof of insurance at the value stated above for each artifact for a total value of \$_____. BORROWER agrees to be responsible for loss, theft, damage, or any other claims resulting from this loan, and assumes responsibility for providing professional protection and oversight for these objects. BORROWER is also responsible for BORROWER'S failure to provide adequate insurance coverage from the date of this agreement.

It is agreed by BORROWER that _____ and their governing Board shall provide at all times, day and night, adequate security personnel and/or detection devices in order to prevent theft or damage to the artifacts described above.

BORROWER agrees to give full credit to the Besser Museum for Northeast Michigan in their exhibits. Any photography of loaned artifacts for education or publicity purposes must have written approval and visual approval of images from LENDER.

BORROWER further agrees that no alteration, repair, enhancement or other change will be made on any artifact loaned without express written permission from the Director of the Besser Museum for Northeast Michigan.

 Collections Manager
 Besser Museum for Northeast Michigan

 Agent for BORROWER