



HERITAGE LOAN AGREEMENT

Dated compiled	February 2019
Date for Review	March 2022
Approved: Heritage Committee	February 2019
Approved: BWA Board	June 2019

OVERVIEW

Keeping track of objects from Baseball WA's collection is an important part of collection management. This is especially true if these objects are out on loan, or have borrowed objects from other people or organisations.

It can be easy to forget to whom objects have been lent, especially when staff is constantly changing and accurate records aren't maintained.

The purpose of the loan, whether the object is intended for exhibition, research or as an education resource etc. should be indicated.

PERMANENT, SHORT TERM AND LONG-TERM LOANS

Permanent, short-term and long-term loans can assist in achieving items for exhibition, research or as an education resource.

RECORD KEEPING

It is important for Baseball WA to keep records of incoming and outgoing loans. These records mean that Baseball WA knows where an object is, when it is due for return, and have documentation that it has been received, or has been returned to the lender.

Record keeping can be achieved through a computer database record and/or a **Loans Register**.

LOAN AGREEMENT FORM

OBJECT/S DESCRIPTION:.....
.....

OBJECT/S CONDITION:
.....
.....

PURPOSE OF LOAN:

BORROWER NAME (on behalf of Baseball WA:

NAME OF LENDER:

ADDRESS:

PHONE:

EMAIL:

LOAN PURPOSE: (RESEARCH/EDUCATIONAL RESOURCE/EXHIBITION ITEM)

.....

LOAN PERIOD:

DATE OF RECEIPT:

RETURN DATE:

Please note the following requirements and conditions.

Movement/display needs:

.....

Packing/transport needs:

.....

Conservation/maintenance needs:

.....

Catalogue and publicity (form of acknowledgement):

.....

CONDITIONS OF LOAN

- **BASEBALL WA** guarantee the **LENDER** that the safety of the object is assured through adequate security, environmental conditions and standards of care.
- **BASEBALL WA** will only receive objects regarded as being 'in good condition' unless otherwise notified.
- **BASEBALL WA** shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the loaned object(s).
- **BASEBALL WA** shall be responsible for any damage to person or property due to the condition of the object. The **LENDER** will be notified immediately of any such event, loss, damage or deterioration.
- All costs associated with the loan will be the responsibility **BASEBALL WA**. These costs will include transport, storage and insurance.
- No object will be reproduced while on loan without permission from the **LENDER**
- **BASEBALL WA** shall acknowledge the **LENDER** in any publications or whilst on display.
- Costs such as framing and display supports will be the responsibility of **BASEBALL WA**.
- **BASEBALL WA** will follow the instructions featured on the loan form.
- **BASEBALL WA** will be required to return the object(s) at any time, but no later than the expiration of the loan.
- Any extensions of the original loan period must be negotiated with the **LENDER** and **BASEBALL WA**.
- The **LENDER** agrees to complete **BASEBALL WA'S LOAN AGREEMENT FORM**.

COPYRIGHT

The **LENDER** will be contacted if **BASEBALL WA** wishes to reproduce an image of the object.

ATTRIBUTION

The **LENDER** will be acknowledged in any text accompanying the object.

Signature of **BORROWER (BASEBALL WA)**:

Signature of **LENDER**:

Date:.....

(Two copies of this form are to be signed. One retained by **BASEBALL WA** and one by the **LENDER**.)