

LOAN AGREEMENT

LENDER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____

Email: _____

LOAN INFORMATION

Purpose of Loan: _____

Loan period: _____ to _____

Description of loaned materials (please attach photographs):

Total number of items: _____

CONDITIONS GOVERNING LOANS

- This Loan Agreement must be signed and returned to the Library when loaned materials are dropped off.
- The Library accepts no liability in connection with loaned property.
- Objects loaned to the Library shall be given all due care and protection from damage or loss while in the custody of the borrower.
- Lenders are responsible for insuring loaned items. In the case of loan extensions, the lender is responsible for updating insurance valuations.
- The lender possesses full title as the sole owner of the objects listed on this Agreement.
- It is the responsibility of the Lender to give prompt notice to the Library if there is a change in ownership or if there is a change in the identity or address of the Lender.

- Unless otherwise notified in writing, the Library will release loaned items only to the lender named above or his/her legal representatives.
- Unless otherwise agreed to in writing, the loan will terminate on the date specified in the Loan Agreement.
- No indefinite loans are permitted. If the Library is unable to contact the lender regarding the loan, or if attempts by the Library to return loaned items is unsuccessful, then the lender may lose rights to the loaned property. The Library follows the precepts of California's Unclaimed Property Law.
- In case of renewed or extended loans, new loan agreements will be agreed upon and signed.

Lender Signature: _____ **Date:** _____

Borrower Signature: _____ **Date:** _____