

## LOAN PERIOD

1. The Lender agrees to loan the object(s) for at least one year, or the time period on the front of this form.

## CARE AND PRESERVATION

1. The Ward Foundation will exercise the same care with respect to the loaned object(s) as it does in the safekeeping of comparable property of its own.
2. The condition of the loaned object(s) at the time of receipt by the Foundation is as noted on the accompanying condition report(s).
3. Evidence of damage at the time of receipt or while in the Foundation's custody will be reported immediately to the Lender.
4. No alteration, restoration, or repair will be undertaken without the consent or authorization of the Lender.
5. The Foundation will not lend loaned object(s) to a third party unless authorized by the Lender.

## CREDIT AND REPRODUCTIONS

1. The Foundation agrees to place a notice in public form near the object acknowledging the loan, unless the lender requests to remain anonymous.
2. Unless otherwise notified in writing, the object(s) lent may be photographed. Photographs may be reproduced by the Foundation for Ward Museum/Foundation educational, catalog, and publicity purposes. Foundation is not responsible for unauthorized reproductions of object(s).

## INSURANCE

1. In the event of damage or loss, the Foundation agrees to compensate the Lender up to the value of the object as noted on the form, through its fine arts insurance policy. If the Lender fails to indicate an amount, the Foundation will set a value for purposes of insurance for the period of the loan.
2. If the Lender elects to maintain his own insurance during the loan period, they must furnish the Foundation with proof of insurance.

## RETURN OF LOANS

1. Unless otherwise notified in writing the Foundation will surrender the object(s) to the Lender only upon the Lender's signing this form and indicating that the object(s) has been returned or by the Lender signing a release form. If the Lender dies, or cannot receive the loan personally, the estate, or a third party must have proof of their authority to receive the loaned object(s).
2. The loan period is for the dates indicated. In the event that the Lender does not pick up his property, or cannot receive it, and no special arrangements have been made for the return of the loan, then the object(s) will be placed in storage at the Lender's risk and expense. A registered letter is considered an adequate notice of the Foundation's attempt to notify the Lender of their attempt to return the loan.
3. In case of change of legal ownership during the period of the loan, the original owner is required to notify the Foundation.