



Temporary Custody or Loan to Verde Valley Archaeology Center A Loan Agreement

This agreement transfers objects and/or specimen to the Verde Valley Archaeology Center, Inc. (hereinafter, "the Center") and its successor organizations for temporary custody as listed in the terms below.

NAME(S) IN WHICH LOAN RECEIVED FROM: _____

INDIVIDUAL RESPONSIBLE IF OWNER IS AN INSTITUTION: _____

Phone: (____) _____ **Email:** _____

DESCRIPTION OF MATERIALS LOANED:

DESCRIPTION OF SOURCE (LOCATION AND OWNERSHIP) OF THE MATERIALS LOANED:

RECEIVED FOR THE FOLLOWING PURPOSES:

1. Identification
2. Examination for Possible:
 - a. Donation
 - b. Purchase
 - c. Transfer
 - d. Incoming Loan
3. Other _____

SCHEDULED DATE OF REMOVAL OF OBJECTS AND/OR SPECIMENS: _____

(Unless otherwise mutually agreed on, the objects and/or specimens listed above, or in attachments, shall remain in custody of the Center for 90 days and are subject to conditions listed on page 2 of this document.)

COMMENTS:

I have read and agree to the conditions on page 2, and I certify that I have full authority to agree thereto.

Owner or authorized agent: _____ **Date** _____

Loaner's title (if agent for an organization) _____

Received by _____ **for Verde Valley Archaeology Center** **Date** _____

RETURN RECEIPT: I have received the above mentioned property.

Owner or authorized agent: _____ **Date** _____

Loaner's title (if agent for an organization) _____

CONDITIONS FOR TEMPORARY CUSTODY OF OBJECTS AND/OR SPECIMENS

1. The Center will give to items (the tem “item” is used as a generic reference to individual artifacts, documents, images, books, etc.) left in its custody the same care provided similar property of its own, but it assumes no additional responsibilities or liabilities in regard to such objects and/or specimens.
2. Attributes, dates and other information shown on the face of this Receipt are as given by the owner or authorized agent. Any valuations shown are not to be considered appraisals by the Center. The fact that the items have been in Custer custody shall not be misused to indicate Center endorsement.
3. This Receipt shall constitute a release and waiver of the Center, its employees, officers and agents from any liability in connection with the deposited property whole on deposit or in transit. Unless agreed to in writing by the Center, no insurance will be carried on the item(s).
4. Objects and/or specimens may be photographed, photocopied, and examined by the Center for its own purposes, which include education, documentation and publicity, but will not treat or otherwise alter items without written permission of the owner or authorized agent.
5. Objects and/or specimens must be claimed by the owner or authorized agent on or before the removal date noted on the face of this form. Should a change of address occur, the owner or agent must notify the Center in writing prior to the removal date. Should a change of ownership occur, the new owner must provide proof of legal title satisfactory to the Center before the item(s) will be released.
6. Objects and/or specimens returned to the owner or agent by mail or other carrier shall be sent with insurance by such means as the Center shall determine with a return receipt request. Upon receipt of the item(s), failure to notify the Center of damage or loss within 30 days shall release the Center from any further liability.
7. The Center may, after the specified removal date noted on the face of this Receipt, request the owner or agent to remove the item(s). If the owner fails to remove the item(s) within 60 days of the date of the mailing of such request to the address on the face of this receipt, the Center has the right to place said item(s) in storage or return the item(s), both options at the owner’s risk and expense. If, after 3 years from the removal date noted on the face of the Receipt, the Center has not been able to return the item(s), the, and in consideration for its storage and safekeeping during such period, the item(s) may be considered an unrestricted donation to the Center or disposed of at the Center’s discretion.
8. In the event the item(s) are being offered for sale or donation to the Center, the owner warrants that the owner hold full and clear title and copyright to said 9tem(s), and will, if required, show proof acceptable to the Center.

Owner or authorized agent signature: _____ **Date** _____

Title of owner or authorized agent (if agent for an organization) _____