

Loan and Exhibition Agreement

Name:**Address:****City:****Zip:****Phone:****Description, estimated value and condition of each item (complete reverse side):****Date item(s) loaned to PCCLD:****Date to be picked up:****Location where item(s) will be exhibited:****Exhibited for the period from:****to:****Are these items insured?** ☐ Yes ☐ No**Policy**

Exhibits and displays at PCCLD libraries are designed to promote library resources, services, and events. When space is available, exhibits and displays can also be designed to showcase items of interest to the community that are not owned by the library.

All such exhibits and displays are designed at the discretion of PCCLD's staff. Permission to display materials does not imply library endorsement of content.

PCCLD may host a temporary exhibit or display of materials loaned by individuals, businesses or agencies. Prior to delivering items to a library, a lender must complete and sign a loan/exhibition agreement.

PCCLD's staff will not be involved in any potential sale of items included in an exhibit or display unless prior approval has been received from PCCLD's Executive Director or his/her designee.

INDEMNITY AGREEMENT The library will take reasonable care to ensure the safety and security of items; however, the library assumes no responsibility for loss, damage, or theft. By signing this agreement, the lender agrees to defend, protect, indemnify and hold PCCLD harmless against all claims arising from negligence or fault of the lender or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the display of or damage to or loss of the loaned items listed. The lender is encouraged to obtain insurance for items of value. Items not removed by the scheduled pick up date may be removed or disposed of by PCCLD. The lender has read the guidelines for exhibits and agrees to the terms.

Lender

Date

Library Representative

Date

THE FOLLOWING IS TO BE SIGNED BY THE LENDER BEFORE REMOVING ITEMS

I have examined the items named above and find them to be in satisfactory condition.

Lender

Date

LOAN INVENTORY SHEET

DESCRIPTION OF EACH ITEM	VALUE	CONDITION