INVOICE OF OBJECTS
101 Map-D.L. Dejarnette Lab of Archaeology
13075 Moundville Archaeological Park
Moundville, AL, 35474
(205) 371-8736
wrallen1@bama.ua.edu

Date: ___________  Length of Loan: ___________

Mode of Shipment: ___________, Tracking #: ____________________________  # of Packages: _______

Borrower: ____________________________  Prepared By: ____________________________

_______________________________________________________________________________________________________

___________________________________________________  _____________________________________________________

___________________________________________________  _____________________________________________________

___________________________________________________  _____________________________________________________

___________________________________________________  _____________________________________________________

Accession/Lot #  Description

Total Number of Items Received: _____  Date Received: ____________

Condition Received: _______________________________________________________________________________________

Signature of Borrower (see conditions on reverse side): ___________________________ Date: __________

Internal Use Only
Date Loan Returned: _____
Received By: _____
CONDITIONS FOR LOAN OF SPECIMENS FROM
THE ARCHAEOLOGY & HISTORICAL COLLECTIONS
UNIVERSITY OF ALABAMA

GENERAL CONDITIONS

1. Borrower will exercise the same care and handling as it does in the safekeeping of comparable property of its own. Only adequately trained personnel shall be permitted to unpack, handle, move or pack the loaned items. Except as permitted by Section 8, each loaned item shall remain in the same condition in which it was received. The items will not be cleaned, retouched, repaired, or altered in any way without prior written consent of The University of Alabama Museums Department of Museum Research and Collections (DMRC). No accession numbers or any identifying remarks will be removed from or added to the items without prior written consent from DMRC staff. Borrower agrees to follow all instructions including, without limitation, instructions for special handling; unpacking, installation, and repacking; exhibiting; research; and facilities requirements. All such instructions shall become a part of this Agreement.

2. DMRC staff shall determine the appropriate means of packing the loaned items and will approve in writing all crating and packing arrangements. Borrower agrees to pay for all crating and packing costs. The packing materials used to ship the loaned items must be stored in a clean, dry environment. Specimens should not be re-boxed or re-bagged. The loaned items shall be returned to the DMRC in the same organizational order in which the items were received. If the loaned items are not returned in the same organizational order, Borrower agrees on demand to pay for the costs, indirect or otherwise and at its current hourly rate, which the DMRC incurs in checking-in, re-organizing, and reintegrating the loaned items.

3. Under no circumstances are loans to be transferred without written authorization from the staff of the DMRC.

4. In the event that a loaned item is damaged, destroyed, lost or stolen, Borrower shall give the DMRC immediate telephone notice, followed by written and photographic confirmation within 24 hours. The report of damage or loss should provide a description of the extent and circumstances surrounding the mishap. No repairs or other actions may be taken on the item(s) without instruction from DMRC Staff.

5. DMRC staff will determine the appropriate means of transportation of the loaned items and will approve in writing all transportation arrangements. Borrower agrees to pay for all shipping costs, including courier fees and travel.

6. Borrower must complete a photography request form prior to photographing any of the loaned items for exhibition and publicity purposes. The Borrower shall send DMRC Staff one copy of any catalog, publicity material, or research reports or articles, including all exhibits and documentation thereto. The use of photographs of the loaned items for any other purpose, commercial or otherwise (including posting on the Internet), will require prior written consent of DMRC staff.

7. Unless otherwise specified in special instructions from DMRC staff, all references to the loaned items in catalogs, exhibit labels, or for any other purpose must include a credit line of “Courtesy of The University of Alabama Museums Department of Museum Research and Collections.”

8. No casting, reproduction or any other replication or technical examinations of any type of any of the loaned items may be performed without prior written consent of the Lender. No preparation or destructive analysis may be undertaken without DMRC staff prior written consent. Borrower shall give DMRC Staff written notice of any taxonomic or type changes that occur during research.

9. For items valued over $10,000 (as determined by DMRC staff), the Borrower, at its cost, must provide all-risk, wall to wall fine arts insurance coverage from the time that the loaned items leave UA until the time they are returned and a final condition report is completed. Coverage will include all risk or physical damage or loss, including, but not limited to, loss or damage from terrorism, earthquakes, floods, strikes, riots, or civil commotion. The loaned items will be insured at the values assigned by Lender on the other side of this agreement. The Borrower’s insurance policy must name The Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives and waive the right to recovery or subrogation against the Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives. A certificate of insurance evidencing such coverage must be delivered to Lender before shipment to Borrower occurs. The Borrower agrees to cover any deductible under its fine arts policy.

10. This agreement may be terminated by either party with thirty days written notice or may be amended by mutual written consent. DMRC staff reserves the right upon oral or written notice to withdraw any loaned item for any reason, including deterioration or when other urgent reasons necessitate withdrawal.

11. DMRC staff will provide a detailed condition report or inventory of the loaned item(s) upon receipt. Borrower will review the condition report or inventory against the loaned item(s) at the time of arrival and departure. From time to time at Lender’s request, Borrower also will furnish to DMRC Staff, photographs or other information about the loaned items while they are in the Borrower’s possession.

12. When requested by DMRC staff, Borrower shall complete and deliver a facilities report detailing Borrower’s measures for such items as fire protection, security, lighting, and temperature and humidity control.

13. This agreement shall be governed by the laws of the State of Alabama, without regard to conflict of laws principles.

Please sign and return one copy. The other copy is for your records.

I hereby acknowledge receipt of these objects in the same condition as outlined on the reverse side of this form, and I have read and agree to the terms and conditions of this loan.

Signed by: ___________________ Date: ______