

**IN-LOAN AGREEMENT  
THE TOYOTA USA AUTOMOBILE MUSEUM**

19001 S. WESTERN AVE., MAILDROP TM01-SANBORN TORRANCE, CA 90501  
Museum: (310)468-8726/ (310)468-4728 - Susan Sanborn  
FAX: (310)381-5353

Please complete this form and return in the enclosed envelope

LENDER'S NAME:  
ADDRESS:

TELEPHONE NUMBER:  
TERM OF LOAN: \_\_\_\_\_ to \_\_\_\_\_

**DESCRIPTION OF LOANED OBJECT(S)**

Please include manufacturer, medium and approximate dimensions and value for each object to be loaned. The Museum will assign a loan number after the object arrives.

Item	Value	Loan Number
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CREDIT LINE:  
Please state how the credit line should appear if the object is included in an exhibit:

SHIPPING ARRANGEMENTS:

INSURANCE:  
Do you prefer to maintain your own insurance \_\_\_ or shall the museum insure \_\_\_?

CONDITION: Is the object in sound physical condition?  
Is the object securely framed/mounted?  
Please note any existing damage or defects, such as scratches, dents, missing parts, etc.:

**Conditions of loan  
as agreed to by the Museum**

1. The policy of the Museum is to care for loan objects with the same attention as is applied to the Museum's own collection.
2. If desired by the owner, acknowledgment of the loan will be given whenever the object is exhibited, photographed, or reproduced in any fashion.
3. Unless authorized by the owner, the Museum will not lend nor in any way remove the object from its control during the term of the loan.
4. It is the policy of the Museum not to advertise the value or price of objects
5. Special conditions:

**Conditions of the loan  
as agreed to by the Lender**

1. I have noted the value of the object to the best of my knowledge.
2. I do not object to the artifact being displayed in the Museum where it/they may be viewed, sketched or photographed by visitors.
3. I give my permission for the artifact to be photographed by the Museum for a catalogue of the exhibit, publicity, condition documentation, or educational purposes.
4. I agree that an image of the object may appear in any media of whatever sort at the discretion of the Museum.
5. I agree that at the discretion of the Museum Curator, and under supervision, accredited scholars may be permitted to handle, sketch, and/or photograph the object for study purposes.

FOR THE MUSEUM: \_\_\_\_\_ DATE:

SIGNATURE OF LENDER: \_\_\_\_\_ DATE:

This form is not a transfer of title

## IN-LOAN RETURN RECEIPT

OBJECT:

LOAN #:

LENDER'S CATALOGUE #:

DATES OF LOAN: LOANED BY:

NAME:

ADDRESS:

PHONE:

PRESENT CONDITION:

ORIGINAL CONDITION:

DELIVERED BY:

LENDER'S SIGNATURE:

DATE:

I hereby state that the above object(s) which were loaned to the Toyota USA Automobile Museum have been duly returned and are now in my possession.

**OUT-LOAN AGREEMENT  
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Please complete and return in the enclosed envelope.

**BORROWER:  
ADDRESS:**

**TELEPHONE NUMBER:**

**LOAN PERIOD:** \_\_\_\_\_ to \_\_\_\_\_

Date of the loan will commence with the date of shipment to the borrower, and terminate with the date of the return of the objects to the Museum. No loan agreement shall exceed two years. The loan may be renewed for additional time at the discretion of the Museum. It is the obligation of the borrower to request extension or renewal of the loan.

**DESCRIPTION OF LOANED OBJECT(S)**

A more detailed description of items to be borrowed is included in the attached Description of Loan Object forms.

Item	Value	Accession Number
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The Museum maintains the right of immediate recall or substitution at any time of any or all items on loan.

Shipping arrangements:

## Terms of loan

The following terms are agreed to by the borrower:

1. The placement of full insurance coverage, naming the Toyota USA Automobile Museum(hereinafter called the Museum) as the insured against any and all loss, including theft, as the responsibility of the borrower or borrowing institution. The insurance shall cover the object while in transit. In transit is described as the time from which the object leaves the doors of this Museum, until such time as it arrives back at the doors of this Museum. Insurance shall also cover the object during exhibition and use at the borrowing institution.
2. The borrower shall deliver to the Museum a certificate of insurance covering the value of the object for the full period of the loan.
3. In the event of any loss or damage whatsoever to any borrowed object listed on this agreement, the borrower shall be financially responsible to the Museum, on the basis of the insured value, for all or any portion of such loss or damage not paid by said insurance proceeds. However, said responsibility shall not relieve the borrower from obtaining insurance as provided above.
4. Maximum security must be provided for the loan while in transit or on exhibit. Security procedures should be detailed on the "Pre-Loan Facilities Survey" to be completed prior to the object leaving the Museum.
5. Any damage or loss must be reported to the Director of the Museum immediately.
6. No cleaning or repair work may be done on any object without prior written permission of the Curator.
7. All packing and transportation costs and insurance will be paid by the borrower or borrowing institution. The method of transportation will be chosen by the Museum based on the needs of the object and the Museum's staff ability to pack the object for travel.
8. The borrower may not reproduce objects in any medium (including photography) for purpose of sale. Should photography be required for publication or publicity purposes, a "Permission to Publish" form must be completed and approved?
9. Objects may not be subjected to technical examination of any type whatever without prior written permission of the Museum.
10. Other conditions:

FOR THE MUSEUM: \_\_\_\_\_ DATE:

SIGNATURE OF BORROWER: \_\_\_\_\_ DATE:

This form is not a transfer of title

**DESCRIPTION OF LOAN OBJECT**  
Toyota USA Automobile Museum

Catalogue Number

Object Type

Composition

Origin Date

Date Acquired

Photo Taken

Disposition Donor's Name

Value

Maker's Last Name

Country of Origin

Condition

Maker Mark Location

Length

Width

Height

Description

**PRE-LOAN FACILITIES SURVEY**

Return completed form to: Susan Sanborn, Curator

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FAX: (310)381-5353

Borrowing Institution:

Mailing Address:

Phone:

FAX#:

Contact person at borrowing institution:

Phone:

Name of exhibit:

Opening date:

Closing date:

Will the show travel? Y N

If the exhibit will travel, where and when? (Use additional pages if necessary)

**DELIVERY INFORMATION**

Date material is to be in borrower's possession:

Is there a sheltered space for delivery?

Loading dock available? Y N

Will a ramp or lift truck be necessary? Y N

If an automobile is to be borrowed, what are all door widths and Turning radii which the car will pass through into the exhibit area?

Will staff be available for unloading and loading?

Can packing materials be kept for the duration of the exhibit?

Person responsible for objects while on display:

Shipping address:

### SAMPLE ENVIRONMENTAL DATA

If objects borrowed are to be located in separate rooms please take extra readings. Spaces provided below are for readings to be taken on two separate days.

Temperature (with lights on)

Dates: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_  
Exhibit space: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_  
Display case: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_

Relative Humidity (with lights on)

Dates: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_  
Exhibit space: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_  
Display case: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_

Lighting light level:

Exhibit space

Display case

Distance of light source from object

Means of measuring light

### SECURITY

1. Personnel (guards, docents in gallery, Hours and location of duty).
2. Are special security measures taken for exhibits when loan material is involved?
3. Alarms (fire, theft, flood, etc.).
4. Fire (number and location of detection devices, number and types of fire extinguishers and sprinkler systems).

Signature:

Date:

Title:



## **INSTITUTION**

Briefly answer the following questions in a few sentences – include brand names when possible.

1. Number and types of objects to be borrowed from the Museum:
2. Exhibit gallery building description (construction type, composition of walls, size of exhibit space).
3. Describe the display area (dimensions, window directions, exhibit platforms or cases, etc.). A floor plan can substitute here.
4. Describe storage area for loaned objects when not on display.
5. Personnel directly responsible for hanging show (include the names of personnel involved in condition checks and exhibit preparation).
6. Visitation (number annually, number expected for exhibit).

## **EXHIBIT GALLERY ENVIRONMENT**

1. Temperature controls (heating, air-conditioning).
2. Relative humidity control.
3. Lighting (daylight, fluorescent, UV filtration, etc.)