



REECE MUSEUM

EAST TENNESSEE STATE UNIVERSITY

East Tennessee State University • Box 70660 • Johnson City, TN 37614-1701
(423) 439-4392 • Fax: (423) 439-4283 •
reecemus@etsu.edu • http://www.etsu.edu/reece/

INCOMING LOAN RECEIPT

Date: _____

Lender Name _____ Phone: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Dates of Loan: _____ Purpose of Loan: _____

Loan Number Description & Condition (For art work, include Title, Media and Year) Insurance Value \$5000+

Loan Number	Description & Condition (For art work, include Title, Media and Year)	Insurance Value	<input type="checkbox"/> \$5000+

Insurance Company: _____

Insured Value: _____

Representative: _____

Phone Number: _____

Policy Number: _____

Expiration Date: _____

Lender
(Print name and sign)

Date

Museum Recipient

Date

Please check which shipping method used.

USPS

UPS

FedEx

Hand Delivery



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Conditions Governing the Receipt of Loans

Lender signifies, by signing above, to possess unlimited title and ownership rights in object(s) described above, or to be the agent with full authority of the owner. Under the terms of this agreement, the Reece Museum will exercise the same care in respect to loans as it will in the safekeeping of comparable property of its own.

Unless the Reece Museum is notified in writing to the contrary, it is understood that objects lent to it may be sketched, photographed or reproduced. The Reece Museum allows visitors to take photographs within the museum for personal, non-commercial use. Art objects appearing in images may be protected by copyright, publication rights, or related interests. In photographing an art object, it is the visitor's responsibility to obtain copyright or other permissions that may be required from an artist, agent, estate, or other third-party rights holder.

Photography of the exterior of the Reece Museum is always permitted, including outdoor art and installations.

All photography of a non-personal nature (i.e. editorial, commercial, advertisement) is prohibited without the permission of the Reece Museum and the copyright holders of the artwork(s) in question. These rules are subject to change without prior notice at the discretion of East Tennessee State University or the Reece Museum.

Objects lent to the Reece Museum shall remain in possession of the Reece Museum for the time specified above, and may be withdrawn at any time by the administration of the Reece Museum. Loans will be returned only to the owner or lender or their duly authorized agent or representative. During the term of this loan, the lender will report any changes of address or ownership of the object to the Reece Museum; failure to report such changes will permit the Reece Museum to exercise its rights under the Abandoned Cultural Property Act of 1984.

Objects will be insured by the Reece Museum for the value as specified above. There is a \$100 deductible amount for any claim or occurrence. If no insurance value is provided by the lender, it is agreed that the Reece Museum shall not be responsible for any damage or loss to the object. The limit of liability begins when the contributor's material is transferred to the Reece Museum and ends when the material has been delivered to the lender by a Reece Museum staff member on official university business or transferred to a shipper becomes effective. Insurance does not cover items loaned for storage only, or damage from gradual deterioration, inherent vice, warlike action, earthquake, or flood. In the case of death of a lender, the legal representative of the estate of the deceased is requested to notify the administration of the Reece Museum, forthwith, giving their full name and address and copies of appointment papers.

If the Reece Museum, after making all reasonable efforts and through no fault of its own, shall be unable to return the objects within sixty days after the end of the loan period, the Reece Museum will have the absolute right to place the object in storage, to charge regular storage fees and the cost of insurance thereof, and to have and enforce a lien for such fees and cost. If after five years, the object has not been reclaimed, then, and in consideration for its storage, insurance and safeguarding during such period, the object shall be deemed an unrestricted gift to the Reece Museum.

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Above listed items returned to lender in condition as received by Reece Museum:

Date: _____

Received by: _____
(Print name and sign)

Released by: _____