

# INCOMING RECEIPT

The objects described below, or on the attached pages, have been received and are subject to the terms and conditions set forth.

Received From: \_\_\_\_\_

Owner's Name (if Different): \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address (line 2): \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Purpose:  Loan       Gift       Purchase

Date Received: \_\_\_\_\_

Insured By: \_\_\_\_\_

Shipping Via: \_\_\_\_\_

Packing Description:  
\_\_\_\_\_

**Museum Reference Number:** \_\_\_\_\_

**Insurance Value:** \_\_\_\_\_

**Object:** \_\_\_\_\_

**Maker/Culture:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date Made:** \_\_\_\_\_

**Where Made:** \_\_\_\_\_

**Materials/Medium:** \_\_\_\_\_

**Source:** \_\_\_\_\_

**Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Received By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature of the Receiver:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONDITIONS UNDER WHICH OBJECTS ARE RECEIVED**

### **LOANS**

1. If the objects covered by this receipt are the subject of a loan agreement with the Museum, then the terms of such loan agreement (other than any description of the condition) shall control if inconsistent with the terms of receipt.

### **GIFTS / PURCHASES**

1. If the objects are offered to the Museum for sale or as a gift, the owner or authorized agent will be notified in writing of the approval or acceptance thereof and this receipt shall thereupon become null and void as respects to the whole or part to be acquired by the Museum. If such property is declined by the Museum, the Depositor agrees to take redelivery of the whole or part declined within thirty (30) days after written notification has been mailed to him or her at the address appearing on the face of this receipt.

### **CARE AND HANDLING**

1. The Museum will give objects left in its custody the same care as it does to comparable property of its own, but will assume no additional responsibilities in regard to such objects. It is understood by the Depositor that all tangible objects are subject to gradual inherent deterioration for which the Museum is not responsible.

2. The absence of condition notes on this receipt does not imply that the objects were received in good condition.

3. The Museum will not clean, restore, reframe or otherwise alter the objects without the written consent of the Depositor.

4. Attributions, dates and other information shown overleaf are as given by the Depositor. Any valuations or prices shown are those stated by the Depositor and are not to be construed as appraisals by the Museum. The fact that the objects have been in the Museum's custody shall not be misused to indicate the Museum's endorsement.

5. The Museum will not provide transportation for objects deposited with it unless special arrangements are agreed to in writing by the Museum. When objects are returned to the Depositor pursuant to such arrangements, failure to sign and return the official Museum outgoing receipt within 30 days of shipment of said objects shall release the Museum from any liability for the said objects.

### **INSURANCE**

1. The Depositor hereby releases the Museum, its agents and employees, from liability for any and all claims arising out of loss or damage to such objects, except to the extent of the Museum's insurance coverage, if any.

## **PHOTOGRAPHY**

1. Unless the Museum is notified in writing to the contrary, the Depositor agrees that the objects covered by this receipt may be photographed for record, publicity or educational purposes. Such photographs will not be published or sold to the public without written consent of the Depositor.

## **RETURNS**

1. The Museum will give reasonable notice in writing if it desires to have any object taken back by the Depositor; and the Museum will make reasonable efforts to return the object to the Depositor.

If such efforts are unavailing for any reason, the right of the Museum to require the Depositor to withdraw the said object shall accrue absolutely on the date of and by mailing a notice to the address listed overleaf via certified mail. If the Depositor does not withdraw the loan within sixty days from the date of such notice, then the Museum may charge regular storage fees and enforce a lien for the fees. If after five years the loan is not withdrawn, and in consideration for its storage and safeguarding during this period, it shall be deemed an unrestricted gift to the Museum.

2. Objects covered by this receipt which are not included as loan items in an exhibition then on exhibit may be removed from the Museum by the Depositor or his or her duly authorized agent or successor in interest after reasonable notice upon surrender of this receipt or the delivery of the Depositor's written order. Unless other arrangements have been approved in writing by the Museum, objects will be returned only to the Depositor at the address stated overleaf.

3. In the event that an object, the ownership having meanwhile passed by sale, bequest or gift, is not to be returned to the original Depositor, the new owner or recipient must establish, in advance of such return, his or her authority to receive it to the satisfaction of the Museum's counsel.

## **WARRANTY OF TITLE**

1. The Depositor warrants that he or she is the owner of the object, that the object is not subject to ownership claims of any other person, institution or domestic or foreign governments, and that all applicable domestic and foreign customs and export/import regulations have been complied with.

2. If the Depositor is not the owner of the objects, the Depositor warrants that he or she has full authority to enter into this deposit transaction on behalf of the owner, and the owner is fully bound hereby as the Depositor's principal. The Museum may require written evidence of the Depositor's agency satisfactory in form to its council.