



**West Somerset Railway Heritage Trust**  
**Registered Charity No. 265564**



**Artefact Exit Form**

Form No.
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Please Print Full name and address of Remover:			
Signature of Remover:			
Recipient:			
Address:			
Description of Item(s):			
Special Conditions (e.g., Insurance or Security):			
Reason for Removal:			
Return Required:		Agreed Return Date:	
Museum: I agree that the information on this form is correct (tick box if correct)			
Signed:			
Recipient: I acknowledge receipt of the item(s) described above and agree to the conditions as stated over leaf.			
Signed:			
Date:			

**One copy of this form to be kept in Museum. Second copy to be given to Recipient.**

Return of item: I acknowledge return of the items above in good condition:	Sign and Date:	
Signed on behalf of museum:	Sign and Date:	

## **Artifact Exit Form – Conditions of Loan**

### **For Museum Objects being Removed from the Museum's Premises.**

#### **Loan Procedure.**

- 1) Except in the case of disposal or where noted overleaf, it is the recipient's responsibility to return the object(s) described overleaf by the agreed return date.
- 2) A copy of this form will be made and the original and the copy should be signed by the recipient as an acknowledgement of receipt. The original should then be returned to the museum.
- 3) If the object(s) are returned by the recipient, they should be accompanied by the copy of the form. Both this part and the original held by the museum will then be signed by a museum officer in recognition of having received the object(s) back in satisfactory condition (subject to later detailed examination).
- 4) If it has been agreed and noted overleaf that the object(s) are to be collected by the museum, the collector will be equipped with the original (museum) copy of the form. Again, both copies will be signed by the museum officer, in recognition of having received the object(s) back in satisfactory condition (subject to detailed examination on returning to the museum).
- 5) In all circumstances, the original recipient and the museum will retain their respective copies of the form for future reference.

#### **Conditions of Loan.**

- 1) The West Somerset Railway Heritage Trust (WSRHT) will require the recipient to enter into a formal agreement incorporating the following conditions together with such other terms and conditions which it may consider appropriate.

#### **Care of Objects on Loan.**

- 1) The recipient of the object(s) described overleaf undertakes to take the same care and precautions for the safe custody of these object(s) as would be applied if they remained on the museum's premises. Objects must remain in the custody of the recipient.
- 2) Any damage, whether in transit or on the recipient's premises, must be reported immediately.
- 3) The object(s) must remain in the condition in which they were loaned. No part of any object should be removed. Objects must not be cleaned, marked or altered in any way, subjected to technical examination or destructive testing (except optically) or subjected to reproduction processes.
- 4) Any misuse of object(s) on loan will lead to their immediate recall and the withdrawal of all facilities to the recipient.
- 5) The WSSRT will stipulate requirements for the security and environmental conditions according to the nature of the object(s) in question. At the very least a secure, lockable glass display case will be required for loans for exhibition within a building of adequate security.

#### **Reproduction and Exhibition.**

- 1) No photography or other forms of reproduction are permitted without written consent of the WSRHT.

- 2) Acknowledgement must be made to WSRHT whenever objects or illustrations of objects are exhibited. This also applies when objects are referred to or illustrated in any published work and a copy donated to the WSRHT. In the case of a major work a copy of the relevant chapter/section and bibliography will suffice.

**Renewal and Recall of Object(s), Costs Incurred.**

- 1) All requests for extension of the loan period should be made in writing before the end of the initial loan period.
- 2) In certain circumstances the WSRHT may require one of its officers to accompany the object(s) during part or all of the loan period. The recipient may be required to pay the expenses incurred.
- 3) The WSRHT may require the checking of object(s) on loan at specified intervals. The recipient may be asked to pay the expenses incurred.
- 4) The WSRHT must be allowed access to the object(s) on loan at all reasonable times.
- 5) Object(s) in transit are the responsibility of the recipient. Object(s) should be returned to the WSRHT in person, by registered post, Securicor Parcels Service (or similar) or as specified.

**Insurance.**

- 1) The WSRHT will state the terms of insurance. The recipient will agree to these terms. All loans of museum objects will be insured by the borrower individually for the sum specified during their absence from museum premises including transit periods. In the event of damage, reasonable costs of repairs will be met by the recipient. These are to be determined by mutual agreement, or in default of agreement, by arbitration. In the event of such a repair resulting in a loss in the market value, the recipient will pay an amount equal to such a reduction. In default of agreement, arbitration will be sought.
- 2) Special conditions (if any):

**DOCUMENT CONTROL**

**THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED**

<b>Version No</b>	<b>Date Approved</b>	<b>Revision</b>
0.1	August 2017	Revised Issue of document
		Review Date: April 2020
0.2	July 2022	Policy Reviewed. Entry Policy deleted. Draft for Approval.
0.3	July 2022	WSRHT Board Approved. Next Revision due July 2025.

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