

Sample Forms and What They Are Used For

In this section there are four sample forms you can use as models for your object acquisition project. Each of these forms has a distinct purpose to ensure proper documentation and record keeping and limit your liability in case of loss or damage. Each form is reviewed below.

Incoming Loan Receipt: This form acknowledges that the loan has taken place and that the materials have been received for the intended purpose (i.e. exhibition, study, acquisition consideration, etc.) The information contained on this form is more detailed than the loan agreement and includes the insured value. Please note that no one on your staff should specify value. Only the lender can state the value.

To help develop your local exhibition, it is often very helpful to ask the lender to tell you why this particular object was meaningful to them and to tell you some stories about how and when it was used. Local stories can be shared in your local exhibition and help to give personal context for the object, which is extremely interesting to visitors.

Receipt of Return: This form acknowledges that the materials have been returned in good condition. This form, when signed by the lender, releases you from any responsibility for the object.

Deed of Gift: This form acknowledges the transfer of legal title of the object from the current owner to the museum. Issues such as copyright will need to be handled separately even if the form contains a statement such as “The donor transfers all copyright, trademark, . . . to the best of his or her knowledge.”