



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

## EAC/ACB Heritage Collection Loan Agreement

**Owner:** Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc.  
(EAC/ACB)

**Borrower:** \_\_\_\_\_

**Display Location:** \_\_\_\_\_

**Display Date(s):** \_\_\_\_\_

**Return Date to EAC/ACB:** \_\_\_\_\_

### Terms of Loan

**Care and Preservation:** The *Borrower* agrees to the proper care of all borrowed items to protect them from loss, damage, deterioration or negligence.

The *Borrower* agrees to maintain all items in the condition in which they are received. They shall not be unframed, altered or repaired in any manner unless written permission of the *Owner* is received or when the safety of the item makes such action imperative.

The *Borrower* agrees to check that all the listed items are present on receiving and shipping the collection and will contact the Heritage Appointee concerning any change in item(s) condition.

**Insurance:** All items borrowed must be covered by insurance at all times.

**Exhibition and Reproduction:** The *Owner* grants the *Borrower* the right to exhibit the items from the collection, as listed below as part of the display.

The *Owner* allows the *Borrower* to photograph, televise, or reproduce the items in the collection for archival, catalogue, educational and publicity purposes providing that the *Borrower* maintains conservation practices. Full documentation and ownership credit, as noted by the *Owner*, will appear with the reproduction.

**Transportation and Shipping:** All return shipping and packing costs will be the responsibility of the *Borrower*. Both parties must agree upon the method of shipping.

The *Owner* will assure that all items are securely packaged for the type of shipment agreed upon. Special instructions for unpacking and repackaging will be included. All items are to be returned packaged in the same or similar materials as received unless otherwise authorized by the *Owner*.

**Return of Items:** At the end of the display, the items will be returned to the *Owner* at the address listed below.

**This agreement covers the pieces listed below:** (List the pieces individually with accession numbers.)

Item No.	Accession No.	Item Description	Scan Attached
1			
2			
3			
4			
5			
6			

**Owner:**

EAC/ACB  
% Anna Marie Winter, Heritage Collection Appointee  
102 Rogers Road,  
Regina, SK S4S 6T8

\_\_\_\_\_

Authorized signature Date

**Borrower:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Authorized signature Date

Please **return two completed copies** to the Heritage Collection Appointee for signature. One complete and signed copy will be returned to you for your records.