



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 properly care for all borrowed items to protect them from loss, damage, deterioration or negligence.

The *Borrower* agrees to maintain all items in the condition they are received. They shall not be unframed, altered or repaired in any manner unless written permission from the *Owner* is received or when the item's safety 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 the 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. As noted by the *Owner*, full documentation and ownership credit 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 ensure 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
% Marj Gavigan, Heritage Collection Appointee
6001 Koep Ave,
Regina, SK S4X 0H5

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.