

LOAN OF CAP HISTORICAL MATERIALS

I. BASIC LOAN INFORMATION			
1. Loan from (lending unit, activity or repository)			
<i>(hereafter called "Lender")</i>			
2. Loan to (receiving unit, activity, repository, or non-CAP organization)			
<i>(hereafter called "Borrower")</i>			
3. Loan Start Date		4. Loan End Date	
Lender will contact Borrower three months prior to the loan end date to arrange return of the item(s) or execution of a new loan. For loans less than six months, contact will be made halfway through the duration of			
5. If the materials are exhibited, lent, or published they should be identified with the following credit			
II. LENDER INFORMATION			
1. Mailing Address		2. Unit Charter Number (if	
3. Point of Contact			
3a. Name	3b. Duty Position	3c. CAP ID	
3d. Email	3e. Phone Number	3f. Phone Type	
4. Alternate Point of Contact			
4a. Name	4b. Duty Position	4c. CAP ID	
4d. Email	4e. Phone Number	4f. Phone Type	
5. Address to Return Item(s) to			
III. COMMAND CONTACT INFORMATION			
For a repository at or below the wing level, list the Wing Commander and Wing Administrator. For a repository at the region or national level, list the applicable commander and list CAP/COA in place of the Wing Administrator.			
1. Wing/Region/National Commander			
1a. Name	1b. Duty Position	1c. CAP ID	
1d. Email	1e. Phone Number	1f. Phone Type	
2. Wing Administrator			
2a. Name:			
2b. Email	2c. Phone Number	2d. Phone Type	

IV. BORROWER INFORMATION		
1. Mailing Address		2. Unit Charter Number (if
3. Point of Contact		
3a. Name	3b. Title / Duty Position	3c. CAP ID (or n/a)
3d. Email	3e. Phone Number	3f. Phone Type
4. Alternate Point of Contact		
4a. Name	4b. Title / Duty Position	4c. CAP ID (or n/a)
4d. Email	4e. Phone Number	4f. Phone Type
5. Address to Deliver Item(s) to		
V. LIST OF LOANED PROPERTY		
1. Accession Number	2. Brief Description (include accession and/or catalog number(s) if applicable)	3. Condition
a.		
b.		
c.		
d.		
e.		
Attach an additional sheet if loaning more than five items. Begin line lettering on additional sheet with "f". For large loans, line "aa" follows line "z".		
VI. CORE TERMS AND CONDITIONS		
<p>1. Lender and Borrower will inform each other of any changes of contact details, including but not limited to change of points of contact or addresses.</p> <p>2. Borrower will inform Lender of the loss of the item(s) or of any damage of whatever nature including any discovered on first receipt/delivery. Borrower assumes responsibility for any loss or damage occurring while the item(s) are in Borrower's care.</p> <p>3. Lender reserves the right to recall the items(s) from loan, particularly if the conditions of loan are not being met. In this event, three months written notice (or half the duration of the loan for loans less than three months in length) will be given unless this would place a loaned item at excessive risk.</p> <p>4. All reasonable out-of-pocket costs associated with the loan will be met by Borrower. Any costs to set up the loan have been agreed separately and are attached to this document.</p> <p>5. Borrower will provide reasonable access to loan objects to staff or agents of Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all</p>		

6. Reports of the conditions of the item(s) on loan, including photographs, will be made before and after transport to and from the loan venue, and for all other moves. For loans between three and twelve months in duration, Borrower will report the condition of item(s) to Lender halfway through the duration of the loan and include photographs; for loans over twelve months in duration, these reports will be made every twelve months. Condition inspections may be undertaken by experienced staff or agents of Lender or Borrower.
7. Borrower will ensure that the item(s) are maintained in a suitable condition for display. Dusting may be carried out but no repairs, conservation or extensive cleaning may be undertaken without the prior written permission of Lender.
8. The items(s) will not be used, operated, worn or entered into without the prior written permission of Lender. The items(s) may otherwise be handled, moved and cared for by staff or agents of Borrower in accordance with practice for their permanent collection.
9. All third-party requests relating to the loan item(s) will be referred to Lender unless specific license is given to Borrower, including but not limited to copyright. Borrower will not lend the objects to any third party, or otherwise remove them from the specified loan venue except in an emergency.
10. Borrower will provide an equivalent standard of packing and/or security for the return shipment or delivery of the items(s).
11. Photographs or other reproductions of the object(s) must not be made for commercial purposes by Borrower or other parties without the prior permission of Lender. Photographs may be taken by Borrower for record purposes unless a further condition of this agreement applies. Photographs may be taken by visitors for private study unless it is prohibited by a further condition of this agreement.

VII. ADDITIONAL TERMS AND CONDITIONS

List any additional terms and conditions, or write in "none".

VIII. ATTACHED DOCUMENTATION

List all additional documents attached, including CAPF 183 Continuation Sheets.

IX. SIGNATURES

1. Lender

1a. Signed on Behalf of Lender (signature)		1b. Date
1c. Printed Name	1d. Duty Position	1e. CAP ID

2. Borrower

2a. Signed on Behalf of Borrower (signature)		2b. Date
2c. Printed Name	2d. Title / Duty Position	2e. CAP ID (or n/a)

X. CONTINUED DESCRIPTION OF PROPERTY LOANED

Attach as many continuation sheets as necessary to adequately describe the property.

1. Description Continuation

[Empty area for description continuation]