



**33615 Hwy. 300 Roland (Little Italy), AR 72135**  
**[www.littleitalymuseum.org](http://www.littleitalymuseum.org)**

**Little Italy Arkansas Heritage Society Museum**  
**Artifact Loan Form**

Thank you for considering loaning an artifact to the Little Italy Arkansas Heritage Society (LIHS) and Museum collection. The Little Italy Arkansas Heritage Society is a 501c3 organization. The museum's mission is to preserve the history of Little Italy, Arkansas, by collecting, researching, and preserving original cultural artifacts including wine-making objects, photographs, ephemera, and other historical items for display in our heritage museum.

Date: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Object(s) being considered for loan:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(IF YOU WISH TO LOAN MORE OBJECTS PLEASE INCLUDE AN ADDITIONAL SHEET)

1. What do you know about the object(s)? Any background information (i.e. who owned it, when/ where it was made or specific ties to the community) will help the Collections Committee determine the relevance of the object in regards to the rest of our collection.

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2. Do you have any photographs or family documents that would provide any background for the object(s)? If so, would you consider donating these items as well or allowing us to make copies of them?

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3. How did this object come into your possession (purchased, inherited or found?)

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## ARTIFACT LENDING ACKNOWLEDGEMENT

Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

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

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

Dedication (How would you like this loaned item to be noted when the item(s) is/are displayed?)

**Item Description: This Artifact Lending Acknowledgement conveys to the LITTLE ITALY HERITAGE SOCIETY MUSEUM, for the time specified, the following item(s) (brief description/size; source/provenance):**

Item: \_\_\_\_\_

Loan Length:

- In Perpetuity with ownership transferred to LITTLE ITALY HERITAGE SOCIETY MUSEUM upon death of lender.
- In Perpetuity with ownership transferred to pre-determined heir(s) upon death of lender; item will remain on loan to museum.  
Name of Heir(s): \_\_\_\_\_
- For a term of \_\_\_\_\_ years, after which ownership transfers to LITTLE ITALY HERITAGE SOCIETY MUSEUM.
- For a term of \_\_\_\_\_ years, after which item is returned to Lender or to Lender's designated recipient \_\_\_\_\_ if Lender is deceased.

\_\_\_\_\_ ←Initial Here                      INSURED VALUE \_\_\_\_\_ (If private Insurance is provided by Lender)

Item: \_\_\_\_\_

Loan Length:

- In Perpetuity with ownership transferred to LITTLE ITALY HERITAGE SOCIETY MUSEUM upon death of lender.
- In Perpetuity with ownership transferred to pre-determined heir(s) upon death of lender; item will remain on loan to museum.  
Name of Heir(s): \_\_\_\_\_
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- For a term of \_\_\_\_\_ years, after which item is returned to Lender or to Lender's designated recipient \_\_\_\_\_ if Lender is deceased.

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\_\_\_\_\_ ←Initial Here                      INSURED VALUE \_\_\_\_\_ (If private Insurance is provided by Lender)

Check here if additional items are listed on additional sheets; total number of sheets \_\_\_\_\_

## **TERMS AND CONDITIONS OF RECEIPT OF ARTIFACTS:**

- 1) The owner(s) attests that he or she is the owner of item(s) listed on this receipt and that the item(s) are not subject to any ownership claims of any other person or institution.
- 2) While in the custody of the LITTLE ITALY ARKANSAS HERITAGE SOCIETY MUSEUM, the item(s) shall be cared for in the same manner as if the property of said society. The absence of condition notes on this receipt does not imply that the item(s) was received in good condition. The MUSEUM will not clean, restore, reframe or otherwise alter the item(s) without the written consent of Lender. If such work has been authorized, the cost will be subject to special written agreement between Lender and the MUSEUM. Attributions, dates and other information shown on this receipt are as given by Lender, and should not be considered the opinion of the MUSEUM.
- 3) Lender maintains full access to the loaned artifact(s). When visiting the Museum, the Lender may request to physically examine the artifact(s) after they have been carefully removed from their display by a member of the MUSEUM staff. The artifact(s) **MAY NOT** be removed from the Museum by the Lender without written request and consent of the LITTLE ITALY ARKANSAS HERITAGE SOCIETY Board of Directors, as this would require a reevaluation of the terms of this lending agreement.
- 4) As owner of the loaned artifact(s), the Lender has the option to personally insure the loaned artifact(s) on his/her private insurance. The Little Italy Arkansas Heritage Society and Museum has no insurance on any holding and cannot reimburse the Lender for loss or damage. **The LITTLE ITALY ARKANSAS HERITAGE SOCIETY recommends that the Lender furnishes insurance for the item(s), and in doing so, the Lender absolves the Society of any negligence claim for damage to or loss of the item(s).** The MUSEUM is not responsible for any error or deficiency in information furnished to the Lender's insurance, or for any lapses in coverage.

As most items loaned are of sentimental and familial value, the MUSEUM will not purchase insurance to cover these artifact(s) as any valuations or prices stated by Lender are not appraisals or true market valuations. **No Liability insurance will be provided by the MUSEUM on artifact(s) deposited at the MUSEUM, but is instead the responsibility of the Lender.**

By signing this receipt, Lender hereby releases the LITTLE ITALY ARKANSAS HERITAGE SOCIETY MUSEUM, its directors, officers, agents, employees, successors and assigns, from and against any and all liability in connection with loss or damage to item(s) while on deposit or in transit.

- 5) Objects loaned to the MUSEUM shall remain in its possession for the period indicated on preceding page and will be used for the purpose(s) indicated in the MUSEUM mission. .
- 6) It is understood that loaned artifact(s) may be photographed and reproduced in publications or in publicity for the benefit of the MUSEUM. Acknowledgement of ownership/loan will appear in any publication in which the object is reproduced.

7) The artifact(s) in custody will remain in the possession of the MUSEUM for the time specified in the contract, but may be returned to the Lender at any time earlier by the MUSEUM. If an extension is requested for long-term research, examination, or exhibition, the MUSEUM will make a formal, written request to the Lender.

8) Unless otherwise noted in writing, the MUSEUM will return the items only to the Lender or designated recipient specified in the agreement. The MUSEUM assumes no responsibility to search for extended family not specified in this agreement and will not assume any legal responsibility involving the settlement of private estates with regards to the loaned artifact(s). The MUSEUM recognizes the wishes of the Lender in regards to designated recipients, as noted on the previous page(s). If the designated recipient cannot be reasonably located upon the Lender's death, the artifact shall become the property of the museum.

9) Any artifact(s) to be placed on exhibit is open to interpretation by the MUSEUM. The Lender loans the object(s) with the understanding that he/she cannot restrict, command, or otherwise determine the manner in which the Museum will interpret the object, its use, and its placement in the exhibit.

10) The MUSEUM will exercise the same care with respect to the artifact(s) on deposit as it does with comparable property of its own. The MUSEUM will not alter, clean or repair objects on deposit. The Lender certifies that the objects lent are in condition to withstand ordinary strains of packing, transportation and handling. The MUSEUM will notify the Lender immediately, followed by a full written and photographic report, if damage or loss is discovered.

I have read, understand, and accept these conditions.

\_\_\_\_\_ Date \_\_\_\_\_

Signature

LITTLE ITALY ARKANSAS HERITAGE SOCIETY MUSEUM

\_\_\_\_\_ Date \_\_\_\_\_

Staff Signature