



**csac**

Università  
degli Studi  
di Parma  
Centro Studi  
e Archivio della  
Comunicazione

**Please, fill out this form completely and send a copy back to CSAC -  
Università di Parma, Abbazia di Valserena, viazza di Paradigna 1, 43122  
Parma – to the attention of \_\_\_\_\_ email: \_\_\_\_\_**

**LOAN AGREEMENT**

**Title of the exhibition** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

Abbazia di Valserena  
Strada Viazza di Paradigna, 1  
43122 Parma  
t. +39 0521 033652  
f. +39 0521 347007  
www.csacparma.it  
info@csacparma.it

I, the undersigned (lender) agree to lend \_\_\_\_\_  
the item(s) indicated in the attachment no. 1 (list of items) under the  
terms and conditions described in this same agreement (loan  
agreement).

**BORROWER'S DETAILS (ORGANIZATOR)**

BORROWER'S NAME \_\_\_\_\_

BORROWER'S ADDRESS \_\_\_\_\_

Tel. no., fax, e-mail: \_\_\_\_\_

Representative: \_\_\_\_\_

**1. REPRODUCTION OF THE IMAGES**

The borrower should forward the request for the reproduction of the  
selected items at least 90 days prior their utilization, specifying the  
item's format, resolution, shipping details. He/She should also give all  
the necessary information for the billing invoice. The lender will  
afterwards issue a proforma invoice and, only after receiving the  
payment, he/she will send the reproductions to the address indicated,  
according to the terms and conditions set by the borrower.

The lender grants the right for publication, which does not substitute the copyright authorization of those holding the rights on the image. Therefore, the borrower is also committed to obtain the above all mentioned authorization and send a copy to the lender.

The ownership of the items will have to be expressed in the publications as follows:

**CSAC, Univesità di Parma**

The ownership of the item will have to be indicated also when the images are supplied by a third party, included the author.

Photographic credits will have to be indicated as follows:

**CSAC, Università di Parma**

With the signature of the present agreement, the lender authorizes the reproduction of the items in the exhibition catalogue, the instructive material as well as in the promotional leaflets of the exhibition, included the passport and the website. Please be advised that the images can be published, or even photographed or filmed, exclusively with a promotional aim.

The borrower is committed to using the pictures exclusively for the aims and the means above all described.

## **2. INSURANCE**

The borrower should underwrite, with a primary insurance company, a nail to nail insurance policy against all risks, for the value indicated by the lender in the present agreement. The borrower should send a copy of the insurance policy to the lender.

The reception of the item from the lender at the end of the exhibition marks the conclusion of the borrower's and insurer's responsibility. Once the item has been returned, the lender has 30 days (from the date of arrival) to examine the item and file any possible claim for damaged goods.

## **3. DELIVERY**

The transport of the item(s) to and from the final destination, as well as all the expenses for packaging and any other customs' formality are to

proceed at the cost and liability of the borrower. The lender is committed to communicate in due time the packaging requirements, as well as all the useful details in order to comply with all the customs' formalities. Furthermore, he/she will have to make all the necessary requests to obtain the relevant ministerial authorizations. The borrower is committed to supply all the necessary papers in order to start the authorization requests at least 120 days prior to the date of the inauguration of the exhibition. The lender is also committed to start all the necessary procedures and/or deliver all the documents in due time as to allow the items to be shipped at least 10 days before the date of the inauguration of the exhibition.

#### **4. CARE OF ITEMS**

The drawings will be lent only if protected by a passepartout and a frame. The borrower shall secure constant and adequate protection while handling the items on loan. They shall never be removed from their frames, nor altered in any way without formal consent of the lender. The borrower is committed to comply with the museum standards in terms of security and care of the objects and shall secure constant care to the different varieties of materials exposed. Please read carefully the attached facility report of the exhibitional venue. The borrower may not make any changes to the property on loan, except for exceptional cases of immediate danger for the items on loan. In such case, the borrower is to inform immediately the lender by phone, and subsequently send a written communication.

All the expenses for the realisation of the passepartout and frames are to be borne by the borrower, according to the price list provided by the lender.

#### **5. OBJECT CONDITIONS**

The lender guarantees that the items on loan are in a condition to travel and to be handled, on the understanding and fulfilment of the packaging instructions. The lender shall prepare a condition report which is to be completed by the borrower upon arrival of the item(s) at the exhibitional venue. The borrower has 30 days for any possible complaints.

**6. JURISDICTION**

The lender confirms to be the legal owner of the item on loan and is not in any way aware of any formal notification procedure by a third party.

**7. RETURNING THE ITEMS**

At the end of the exhibition, the borrower is committed to return the object on loan to the lender as soon as possible, at the address stated above. The items will have to be redelivered with the same packaging systems and the same conditions of the delivery to the exhibition venue.

In case the exhibition dates are prolonged, the borrower has to forward a request to the lender in due time; the lender is committed to send a reply promptly. In case the prolongation is granted, the borrower will send the lender a copy of the new insurance policy; in case the prolongation is not granted, the lender will supply the borrower with the reasons and the borrower will have to return the item on loan under the same delivery conditions of the outward voyage.

**8. WITHDRAWAL AND TERMINATION**

The borrower may terminate the loan at any time, it being understood that he/she will have to bear any preparation costs already borne by the lender. The lender may terminate the loan in case a test should indicate that the details produced by the borrower are not truthful or in case the conservative conditions of the item are so bad that they may hinder the item from travelling.

DATE

Lender's signature

DATE

Borrower's signature