

# ***CONDITION OF LOAN FORM***

## **Condition Report (Outgoing)**

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**REPORT BY:**

**REPORT DATE:**

**REASON FOR LOAN:**

**DATES OF LOAN:**

**BORROWING INSTITUTION(S) ADDRESS(ES):**  
(delete as appropriate)

**VENUE A**  
**DATES:**

**VENUE B**  
**DATES**

**VENUE C**  
**DATES**

**VENUE D**  
**DATES:**

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**OBJECT:**

**ACCESSION NUMBER:**

**OTHER NUMBERS:**

**COUNTRY OF ORIGIN OR CULTURAL GROUPING:**

**DIMENSIONS (cm):**

**NUMBER OF PARTS:**

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**IMAGE**

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**MATERIALS:**

Bone		Fur		Ivory		Textile	
Ceramic		Gemstone		Leather		Wax	
Copper alloy		Glass		Plaster		Wood	
Enamel		Gold		Silver		Unidentified	
Feather		Horn		Stone		Other metal	
Fossil		Iron		Tar/pitch			
Other:							

**CONDITION:**

Condition Definitions - select one			
Good	Fair	Poor	Very Poor
Object Stable. Conservation treatment not required.	Object Stable but damaged/deteriorated. Treatment may be desirable but not essential.	Object Unstable. Requires conservation treatment prior to any use.	Object completely unstable. Immediate Conservation Treatment Required. Object aggressively deteriorating/affecting other objects.

**HANDLING NOTES:****ENVIRONMENTAL CONDITIONS:**

Should not be displayed in the vicinity of a heating source or direct sunlight.

Light levels: \_\_\_ lux

UV: below 75 µW per lumen

Temperature (°C): 18-24 ± 4 in 24 hour period

RH: 45-60% ± 5% in 24 hour period

**ADDITIONAL INFORMATION:**

# CONDITION OF LOAN FORM

## Condition Report (Outgoing)

Signature on Departure

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

Lending institution:

Representative (name): \_\_\_\_\_

Signature: \_\_\_\_\_

### Venue A:

ANY CHANGES IN CONDITION SHOULD BE NOTED.	
<p><b>VENUE:</b></p> <p>Arrival Any change in conditions:</p>          <p>representative (name):</p>  <p>Signature:</p>  <p>Date:</p>	<p><b>VENUE:</b></p> <p>Arrival Any change in conditions:</p>          <p>Borrowing institution representative (name):</p>  <p>Signature:</p>  <p>Date:</p>
<p><b>VENUE:</b></p> <p>Departure Any change in conditions:</p>          <p>Representative (name):</p>  <p>Signature:</p>  <p>Date:</p>	<p><b>VENUE:</b></p> <p>Departure Any change in conditions:</p>          <p>Borrowing institution representative (name):</p>  <p>Signature:</p>  <p>Date:</p>

**Venue B:**

ANY CHANGES IN CONDITION SHOULD BE NOTED.	
<p><b>VENUE:</b> Arrival Any change in conditions:</p> <p>representative (name):</p> <p>Signature:</p> <p>Date:</p>	<p><b>VENUE:</b> Arrival Any change in conditions:</p> <p>Borrowing institution representative (name):</p> <p>Signature:</p> <p>Date:</p>
<p><b>VENUE:</b> Departure Any change in conditions:</p> <p>Representative (name):</p> <p>Signature:</p> <p>Date:</p>	<p><b>VENUE:</b> Departure Any change in conditions:</p> <p>Borrowing institution representative (name):</p> <p>Signature:</p> <p>Date:</p>

**Venue C:**

ANY CHANGES IN CONDITION SHOULD BE NOTED.	
<p><b>VENUE:</b> Arrival Any change in conditions:</p> <p>representative (name):</p> <p>Signature:</p> <p>Date:</p>	<p><b>VENUE:</b> Arrival Any change in conditions:</p> <p>Borrowing institution representative (name):</p> <p>Signature:</p> <p>Date:</p>
<p><b>VENUE:</b> Departure Any change in conditions:</p> <p>Representative (name):</p> <p>Signature:</p> <p>Date:</p>	<p><b>VENUE:</b> Departure Any change in conditions:</p> <p>Borrowing institution representative (name):</p> <p>Signature:</p> <p>Date:</p>

**Venue D:**

ANY CHANGES IN CONDITION SHOULD BE NOTED.	
<p><b>VENUE:</b> Arrival Any change in conditions:</p>         <p>representative (name):</p>  <p>Signature:</p>  <p>Date:</p>	<p><b>VENUE:</b> Arrival Any change in conditions:</p>         <p>Borrowing institution representative (name):</p>  <p>Signature:</p>  <p>Date:</p>
<p><b>VENUE:</b> Departure Any change in conditions:</p>         <p>Representative (name):</p>  <p>Signature:</p>  <p>Date:</p>	<p><b>VENUE:</b> Departure Any change in conditions:</p>         <p>Borrowing institution representative (name):</p>  <p>Signature:</p>  <p>Date:</p>

**Signature upon return**

Lending institution:

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

Representative (name): \_\_\_\_\_

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Signature: \_\_\_\_\_

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