



LOAN AGREEMENT

DATED the _____ Day of _____, 20__

BETWEEN

_____ hereinafter referred to as the "Borrower" with a street address of

AND

The Archives Society of Alberta, hereinafter referred to as the "Lender" with a street address of

216-10440 108 Ave NW, Edmonton, AB, T5H 3Z9

TERMS AND CONDITIONS

The Lender agrees to loan the following items to the Borrower for one month starting from the date of this agreement:

The Borrower agrees to the terms and conditions outlined in the Lender's Loan Program Policies and Procedures.

Borrower's Signature (upon loan)

Borrower's Signature (upon return)

Lender's Signature (upon loan)

Lender's Signature (upon return)

Return Date

The Loan Program Terms and Conditions

1. Items may only be borrowed by institutional members of the Archives Society of Alberta (ASA), with an active membership in good standing.
2. Name, institution, department (if applicable), planned use of equipment, and contact information must all be supplied to the executive director at the time of borrowing.
3. Borrower will be responsible for postage fees upon borrowing and returning the borrowed item(s).
4. ASA cannot be held responsible for any damages which may result from the use of the equipment from the loan program.
5. The borrowing party is responsible for returning equipment and items in the condition in which it was lent.
6. Prior to returning borrowed equipment, the item must be cleaned, filters replaced, and returned in the original packaging.
7. Items must be securely wrapped and packaged prior to being returned.
8. If items are damaged or lost, and the situation was preventable, they must be replaced by the borrowing party.
9. Replacements purchased must be of the same brand and model, or of equivalent worth, as the item that was damaged or lost.
10. Items may be borrowed for no longer than thirty days.
11. Items may be borrowed for longer than thirty days at the discretion of the Executive Director.
12. If items are not returned, the borrowing party's institutional membership will be put on hold until the item is received by the Executive Director.
13. Items borrowed may only be used for the purposes of facilitating projects involving the institution's archival material.