



SOUTH AUSTRALIAN WHALE CENTRE

2 Railway Tce, Victor Harbor, S.A. 5211

Phone: 8551 0750 Fax: 8551 0501

E-mail: whalecentre@victor.sa.gov.au

COLLECTIONS

LOAN AGREEMENT - 2 sided document

Owner:

Institution (if applicable):.....

Address

Phone Drivers Lic No.....

DESCRIPTION OF ITEM(S) BEING LOANED: (specify, if items are of varying nature please use a separate form)

Record Category (Admin only)

DURATION OF LOAN PERIOD: From/...../..... to/...../..... No Date Specified.

PHYSICAL CONDITION OF ITEM(S): (describe the general state of the item, and record any damage, if evident)

Poor - Average - Good - Excellent

PROVENANCE OF EACH ITEM: (brief history – if each item has varying information please record separately and attach)

Where was the item(s) found? When was the item(s) obtained?.....

Who found the item(s)?..... Age of item (s)

Any additional history of interest? (specify).....

Additional Provenance Information Sheet attached: Y / N Number of attachments

DECLARATION OF LOAN AGREEMENT:

I currently hold sole title to the item(s) being loaned (as listed above) and am transferring full custody and control of the item(s) to the South Australian Whale Centre for the period specified.

The item(s) (as listed above), to the best of my knowledge, have not been imported or exported into or from any country contrary to its laws. I declare that the above details are correct in every particular. I consent to the item(s) being temporarily and discretely marked with a SAWC identification number.

DECLARATION OF LOAN ACCEPTANCE:

I certify that the loan of the item(s) described above conforms to the South Australian Whale Centre collections policy.

I accept it gratefully on behalf of the City of Victor Harbor.

SIGNATURE OF LENDER:

STAFF:.....

NAME OF DONOR:.....

NAME OF STAFF:.....

DATE:/...../.....

DATE:/...../.....

ADMIN ONLY:

Synergy file number:

Collections File Number.....

Photographic Record Complete:/...../.....

Copies sent to Owner:/...../.....



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DISCHARGE OF LOAN - 2 sided document

RETURNED ITEMS IDENTIFICATION CHECK:

Drivers Licence Number: (checked overleaf) YES / NO

Photographic records checked. YES / NO

Number of items returned:.....

Collection identification number/s on item/s:

CONDITIONS OF RETURNED ITEMS:

Condition altered. YES / NO (specify)

LOAN AGREEMENT RETURN DECLARATION:

I hereby declare that I have taken custody of all item(s) described on this agreement which I had loaned to the South Australian Whale Centre.

I declare that the above details are correct in every particular.

SIGNED.....
(Owner)

NAME:

DATE.....

LOAN AGREEMENT RETURN DECLARATION:

I hereby certify that I have returned the item(s) described in detail on this agreement to the legal owner, as cited above. On behalf of the City of Victor Harbor, I wish to thank the owner for their generosity in lending their property for display in the South Australian Whale Centre.

SIGNED
(Staff authorisation)

NAME:

DATE.....

ADMIN ONLY:

Synergy file number:

Collections File Closed.....

Copies sent to Owner:/...../.....