



# OBJECT EXIT FORM

## Conditions of loan and notes on the use of this form

For items being removed from the museum's permanent collection.

### General

Except in the case of disposal, the recipient of the item(s) described overleaf undertakes the responsibility to care for them. The standard of care will be the same as if the item(s) had remained within the museum's permanent collection.

Except in the case of disposal or where noted overleaf, it is the recipient's responsibility to return the item(s) described overleaf by the agreed return date.

### Using the Exit Form

If the recipient is collecting the item themselves:

- The master copy of the form (white) should be signed by the recipient and filed in an Exit File, in exit number order. The Exit File is the museum's master record of all objects that have left the museum.
- A second copy (green) should be signed by the recipient of the item and retained by them as their record of the transaction.
- A third copy (blue) could be filed in return date order, in a current loans out file to allow overdue loans to be easily identified or it could be filed in the objects history file.

When the item is returned to the museum:

- The recipient should bring their copy (green) of the form with them to be signed by the museum's representative as proof of return and should retain this copy as proof of return.
- The museum representative should also sign the master copy of the form and leave it filed in exit number order.

If the item is being collected by a carrier:

- The master copy of the form should be signed by the carrier. This can then be filed in the exit file.
- Two further copies should then accompany the item(s) for signature by the recipient. On taking delivery of an item the recipient should sign one copy (green) and return it to the museum. They should retain the third copy (blue) of the form.
- When the second copy (green) of the form has been signed by the recipient and returned to the museum it can either be filed in the exit file or filed in return date order in a current loans-out file to allow overdue loans to be easily identified.

When the item is returned to the museum:

- The recipient should return the items with their copy of the form that they had retained. This copy of the form is signed by the museum's representative as proof of return and returned to the borrower.
- The museum representative should also sign the master copy of the form and leave it filed in exit number order.