

The Cataraqui Archaeological Research Foundation

Stipulations for Loans Short Term Property / Material

1. Purpose
 - a) Objects forming the collections of the Cataraqui Archaeological Research Foundation of Kingston, Ontario are provided for research and or educational purposes only.
 - b) They have been collected and preserved as a trust for the people of Kingston, Ontario, and Canada. To this end, all possible precautions must be taken against loss or damage from any cause.
 - c) The borrower shall be responsible for any damage to or loss of objects in any manner arising out of, based upon, occasioned by or attributable to any negligence of the borrower,
 - d) Including, without restricting the generality of the foregoing, any breach by the borrower of the specified conditions herein contained.

2. Publicity and Credits
 - a) The borrower shall not publish nor permit to be published any articles, press releases, catalogues, or photographs or objects or any part thereof.
 - b) Nor shall the borrower make nor permit to be made any reproductions of objects or any part thereof without the express written consent of the Cataraqui Archaeological Research Foundation.

3. Handling
 - a) Objects may not be subjected to any form of polishing or protective coating, nor to any marking, treatment or modification without prior written permission from the Executive Director, Staff Archaeologist of the Cataraqui Archaeological Research Foundation unless specific instructions are included with the loan.
 - b) This specifically includes any form of physical or chemical analysis, examination, or cleaning, which may destroy, damage, or alter the object.

4. Condition Report
 - a) The borrower must fill out Property/Material Loan Form. All information is needed and must be checked before the loan is final.
 - b) The borrower agrees to notify the Executive Director immediately of theft of or damage to Property/Material from the collections of the Cataraqui Archaeological Research Foundation while such objects are in the borrower's possession.

5. Length of Loan, and Renewals
 - a) The loan is made for a maximum period of six months.
 - b) The loan may be extended by mutual agreement provided a request in writing for an extension is sent to the Cataraqui Archaeological Research Foundation before the date for return noted on the loan agreement.
 - c) Neither the borrower nor the Cataraqui Archaeological Research Foundation will be held responsible for damage to objects or delay in their arrival caused by Act of God, strike, riot or any other circumstance beyond the reasonable control of the borrower or the Cataraqui Archaeological Research Foundation, as the case may be.

6. Transference of Loan

- a) The material loaned may not be transferred to or re-loaned to anyone other than the person to whom this loan is made without the express written permission of the Cataraqui Archaeological Research Foundation.
- b) Normally, this shall take the form of a new loan agreement after the material in question has been returned to the Cataraqui Archaeological Research Foundation.

7. Specific Conditions

- a) Acceptance of the above standard requirements is a condition of all loans of Property/Material from the collections of the Cataraqui Archaeological Research Foundation.
- b) The Cataraqui Archaeological Research Foundation reserves the right to withdraw any Property/Material from the borrower if, in the opinion of the appropriate officials of the Cataraqui Archaeological Research Foundation, the borrower has been negligent in its care of any object or has not been fulfilling these loan conditions.
- c) Any exemption from and/or additions to these conditions are stated below.

8. Exemptions and Additional Requirements

- a) In these conditions, "Object" or "Objects" means objects from the collections or in the care of the Cataraqui Archaeological Research Foundation that is loaned by the Cataraqui Archaeological Research Foundation to the borrower.