

August 11, 2015

Museum at Portland Head Light
c/o Michael McGovern, Town Manager
PO Box 6260
Cape Elizabeth, ME 04107

Dear Mr. McGovern,

I have included the renewal agreement for the loan made by Mystic Seaport to the Museum at Portland Head Light, having had confirmation from Jeanne Gross that you would like it to be renewed.

As usual, we ask that you send a Certificate of Insurance for the amount shown on the agreement. Other than that, the paperwork will be completed with your signature on both copies, one returned to this office and one kept for your records.

Jeanne has been kind enough to agree to send digital images of the lens in situ, so we are all set, again. If you have any questions, please feel free to contact me at the number below.

Sincerely,



Nancy Seager
Registrar

860-572-5340

nancy.seager@mysticseaport.org

REGISTRAR'S OFFICE (860) 572-5340

OUT-LOAN AGREEMENT RENEWAL: MPHL.1992

Borrowing Institution: Museum at Portland Head Light **Telephone** 207-767-2616
207-799-2661

Contact person: Jeanne P. Gross, Director **FAX:** _____

Email: cephl@aol.com **Cell phone:** _____

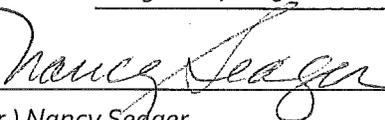
Address: Michael McGovern, Town Manager, Cape Elizabeth Town Hall, P O.Box 6260, Cape Elizabeth, ME 04107

Purpose of Loan: Exhibit

Exhibition Dates: _____

Inclusive loan dates: February 19, 2008 – February 19, 2017 (renewal period)

Approved Date: August 12, 2015



(Registrar) Nancy Seager



(Curator of Collections) Fred Calabretta

<u>Accession Number</u>	<u>Object / Description</u>	<u>Value</u>
1965.245	Second order lens from Portland Head Light; consists of 15 pieces of Fresnel lens, 5 cast iron pieces of base, 3 metal fittings for support, box of nuts and bolts and reflector	\$12,500.00

THE CONDITIONS ON REVERSE SIDE OF THIS AGREEMENT ARE HEREBY ACCEPTED BY THE BORROWER.

Signed: _____ Date: _____

For (institution): _____

Please sign, date, and return one copy to Mystic Seaport. Borrower retains one copy.

MYSTIC SEAPORT MUSEUM, INC., MYSTIC, CT 06355

Terms of Out-Loan

1. The following terms are agreed to by the borrower:

a. The placement of full insurance coverage, naming Mystic Seaport Museum, Inc., (hereinafter called the Museum) as the insured against all and any loss, including theft, on an object as the responsibility of the borrower or borrowing institution. The insurance shall cover the object while in transit and during its exhibition or use. *The borrower shall deliver to the Museum a certificate of insurance for its records.*

b. Maximum security must be provided for the loan while in transit or on exhibit. These measures and procedures must be submitted for approval by the Director or the Curator.

c. Any damage or loss must be reported to the Director or the Curator immediately.

d. No cleaning or repair work may be done on any object without prior written permission from the Director or the Curator.

e. All packing and transportation costs and insurance will be paid by the borrower or borrowing institution; method of transportation will be selected by the Museum; where possible the Museum will pack, deliver, and pick up.

f. Borrower may not reproduce objects in any media (including photography) for purpose of sale, nor may such objects be subjected to technical examination or *any* type whatever without prior written permission of the Museum.

g. The signed receipt of the loan by an authorized individual shall be returned immediately to the Curator.

2. The Museum maintains the right of immediate recall or substitution at any time of any or all items on loan.

3. No loan agreement will exceed one year, but the loan may be renewed for additional years. *It is the obligation of the borrower to request the renewal of the loan.*

4. Date of loan will commence with date of shipment to the borrower and terminate with date of return to the Museum.

5. In the event of any loss or damage whatsoever to any borrowed object listed on the front of this receipt, the borrower shall be financially responsible to the Museum on the basis of the insured value, for all or any portion of such loss or damage not paid by said insurance proceeds. However, said responsibility shall not relieve the borrower from obtaining insurance as provided above.

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