

Dalton State College  
Derrell C. Roberts Library  
Exhibit Loan Agreement & Release Form

Derrell C. Roberts Library thanks you for your willingness to temporarily lend items for exhibit within the library (please attach a list). As a security measure we agree to keep all display items within a locked case. The Roberts Library and/or Dalton State College is not responsible for any damaged, lost, or stolen items.

It is the responsibility of the lender to: 1) insure the items; 2) provide a list of the items; 3) bring the exhibit items in on \_\_\_\_\_ ; 4) pick up the items on \_\_\_\_\_ ; and 5) dispose of unwanted exhibit items

If any items are not collected by the pick up date, a courtesy call will be made. However, if the lender should then fail to pick up the items the library will not be responsible for returning materials.

Please fill in the below information:

Name of Lender: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Name of person who may pick up items other than the lender: \_\_\_\_\_

Phone number for this individual: \_\_\_\_\_

I, the undersigned, hereby lend the following items to Roberts Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Description of items loaned: \_\_\_\_\_

List attached: \_\_\_ yes \_\_\_ no

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Items have been picked up by: \_\_\_\_\_ on \_\_\_\_\_  
Name Date

Items released by: \_\_\_\_\_ on \_\_\_\_\_  
Staff initials Date

Approved by DSC Library Advisory Committee  
November 10, 2008