

# Chelmsford Historical Society Collection Management Policy

## Loans

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

Accession #: \_\_\_\_\_

Loan #: \_\_\_\_\_

Chelmsford Historical Society, 40 Byam Road, South Chelmsford, MA 01824

Institution: \_\_\_\_\_ Date Out: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Date Back: \_\_\_\_\_

Address: \_\_\_\_\_ Home #: \_\_\_\_\_

City: \_\_\_\_\_ Work #: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: \_\_\_\_\_

Location: \_\_\_\_\_

Transport: \_\_\_\_\_

Insurance: \_\_\_\_\_

Insurance value: \_\_\_\_\_ Value-Min: \_\_\_\_\_ Value-Max: \_\_\_\_\_

Object ID #	Name	Condition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and accept the attached conditions of the loan:

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

Approved and released by:

\_\_\_\_\_  
Chelmsford Historical Society Representative

\_\_\_\_\_  
Date