



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

Outgoing Loan Agreement

Purpose of Loan: Exhibit Research Other (please describe): _____

If exhibited, required credit line: Courtesy of the Georgia Historical Society, Savannah.

Length of Loan: _____ to _____ **Renewal:** Yes No

Description of Loan Item:

Collection Title: _____ Collection Number: _____
 Location: _____
 Description: _____

Borrower Contact Information:

_____	_____
<i>Loan Administrator Name</i>	<i>Institution Name</i>
_____	_____
<i>Title</i>	<i>Street Address</i>
_____	_____
<i>Telephone</i>	<i>City, State, Zip Code</i>
_____	_____
<i>Fax</i>	<i>Email</i>
_____	_____
<i>Loan Administrator Signature</i>	<i>Date</i>

Loan Approved By:

_____	_____
<i>GHS Staff Signature</i>	<i>Date</i>
_____	_____
<i>GHS Staff Name</i>	<i>GHS Staff Title</i>

<u>GHS STAFF USE ONLY</u>			
<i>OUTGOING LOAN</i>	Loan agreement received:	Date: _____	Initials: _____
	Facility report received:	Date: _____	Initials: _____
	Proof of insurance received:	Date: _____	Initials: _____
	Loan item removed from GHS:	Date: _____	Initials: _____
<i>RETURNING LOAN</i>	Item returned:	Date: _____	Initials: _____
	Loan file updated:	Date: _____	Initials: _____
	Item reshelved:	Date: _____	Initials: _____