


<div><div><div>PITSTONE GREEN MUSEUM</div><div>Pitstone & Ivinghoe Museum Society (PIMS)</div><div>Registered Charity Number 273931</div></div></div>		TRACKING No.		Accession No.	
<div>Received from:</div> <div>Address:</div> <div>Email:</div> <div>Tel:</div>		<div>Owner: (if different)</div> <div>Address:</div> <div>Email:</div> <div>Tel:</div>			
<div>DESCRIPTION OF OBJECT / COLLECTION (Briefly list the object(s), noting any obvious damage.</div>					
<div>No of items:</div>					
<div>LOANS IN - The object(s) listed above are to be loaned to PIMS</div> <div>Period of loan from <div>Date</div> to <div>Date</div></div> <div>I agree to lend the above object(s) for the period stated. I also accept the term and conditions detailed overleaf and have been made aware of the museum's privacy notice.</div> <div><div>Signed:</div><div>Print:</div><div>Date:</div></div>					
<div>MUSEUM SIGNATORY</div> <div>Receipt of the object(s) described above is hereby acknowledged</div> <div><div>Signed:</div><div>Print:</div><div>Date:</div></div> <div>(on behalf of the museums governing body)</div>					
<div>RETURN OF OBJECT TO OWNER</div> <div>Lender notified in writing, by the archivist, of the end of the loan period</div> <div><div>Signed:</div><div>Print:</div><div>Date:</div></div> <div>Receipt by the Lender of the loaned object(s) if the loan is not renewed.</div> <div><div>Signed:</div><div>Print:</div><div>Date:</div></div>					
<div>FOLLOW UP ACTION by Archivist. (tick as applicable, sign and date)</div> <div><div><input type="checkbox"/></div>Object(s) removed from the Museum by lender.</div> <div><div><input type="checkbox"/></div>Loan renewed for a further period on a current revision of the loans in form. (as loan terms and conditions may have been varied since original loan)</div> <div><div><input type="checkbox"/></div>Object(s) remained within the Museum for more than 6 calendar months (180 days) after lender was notified and have now been accessed.</div> <div><div>Signed:</div><div>Print:</div><div>Date:</div></div>					

TERMS and CONDITIONS for this Loan In form..

Where referred to; the governing body of the museum is The Pitstone and Ivinghoe Museum Society.

USE OF FORM - This Loans In form is used to record, control any object(s) that are loaned to, or borrowed from, other persons or bodies.

LOAN IN CONDITIONS: Whilst every reasonable care and attention is paid to items on loan to it, the Museum does not accept any responsibility for the loss or damage to items however caused. It is the responsibility of the person loaning the items to ensure that they are displayed, or stored, under conditions that are acceptable to themselves. This agreement can be terminated by either party in writing giving 3 calendar months (90 days) notice, or at any notice proving both parties agree to this. It will be expected that the item remain on display until the open day calendar is completed for any given year. It is the responsibility of the owner of the items to remove them from the Museum at the termination of the loan period; if after a period of 6 calendar months (180 days) after the end of the loan period, following a letter from the Museum advising the lender of the termination of the loan period, the items have not been removed the museum those items will be deemed to belong to the museum.

PRIVACY NOTICE The text below is extracted, from the PIMS Privacy Notice, for convenience only and the case of any variance the issued document shall be the definitive.

1.5 Accession, rationalisation and identification

1.5.1 Purposes of processing your personal data

Accession and rationalisation are the processes by which items are added to or removed from the museum collection. We may also provide an identification service. In order to carry out these processes, we need to collect information of the people providing the items, and the people receiving the items if they are leaving our collection. This information allows us to track where an item has come from and where it has gone if it is no longer in the collection. The same reason applies when object(s) are loaned out, or have been borrowed, to and from other bodies.

1.5.2 Categories of personal data and lawful basis

We will need to collect the following information from you:

- contact details.

Under data protection legislation, this processing is allowed because it forms part of the performance of a contract.

1.5.3 Who we share your personal data with.

If an item donated to the museum is sold, or passed, to another organisation, the accession data (including the donors contact details), will be passed to that organisation. This ensures the provenance and history of the item is maintained.

1.5.4 How long we hold your personal data

The information collected in this process forms part of the historic record, and so is kept permanently.

OFFICE USE ONLY. (tick as applicable, initial and date)

<input type="checkbox"/>	Accession register (all locations) updated	Initial:	Date:
<input type="checkbox"/>	Object movement register amended	Initial:	Date:
<input type="checkbox"/>	Catalogue / Intranet updated	Initial:	Date:
<input type="checkbox"/>	State object disposal method if not returned to owner;	Initial:	Date: