

 PITSTONE GREEN MUSEUM Pitstone & Ivinghoe Museum Society (PIMS) Registered Charity Number 273931	ACCESSION No.
Loaned to Address: Email: Tel:	Museum: (if different) Address: Email: Tel:
DESCRIPTION OF OBJECT / COLLECTION (Briefly list the object(s), noting any obvious damage)	
No of items:	
LOANS OUT - The object(s) listed above are to be loaned to the borrower stated above:	
Period of loan from Date to Date	
Signed: _____ Print: _____ Date: _____ (on behalf of the museums governing body)	
BORROWER's SIGNATORY Receipt of the object(s) described above is hereby acknowledged. I also accept the loan out terms and conditions detailed overleaf and have been made aware of the museum's privacy notice.	
Signed: _____ Print: _____ Date: _____ (on behalf of the borrower's governing body)	
RETURN OF OBJECT TO PIMS Borrower notified in writing, by the archivist, of the end of the loan period	
Signed: _____ Print: _____ Date: _____	
Receipt by the PIMS of the loaned object(s) if the loan is not renewed.	
Signed: _____ Print: _____ Date: _____ (on behalf of the museums governing body)	
FOLLOW UP ACTION by Archivist. (tick as applicable, sign and date)	
<input type="checkbox"/> Object(s) returned the Museum by borrower.	
<input type="checkbox"/> Loan renewed for a further period on a current revision of the loans out form. (as loan terms and conditions may have been varied since original loan)	
Signed: _____ Print: _____ Date: _____	

TERMS and CONDITIONS for this Loans Out form.

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

USE of FORM - This Loan Out form is used to authorise, record and control the loan of object(s) from the museum to other persons or bodies.

LOAN OUT CONDITIONS: I the borrower undertake to reimburse PIMS for any reasonable cost of repair or reinstatement following any loss or damage to any of the items, however caused, I have borrowed while they are on loan to me. 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 is the responsibility of the borrower of the items to return them to PIMS at the termination of the loan period.

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

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: