# Loan form

## Small Object Big Story

This is a sample of a letter to be sent to the owner of an object prior to it being borrowed by a researcher. You may copy the text to use for your project.

Dear [Insert name of owner]

We are undertaking a history research project entitled 'Small Object Big Story'.

As part of this project, participants find and research an object belonging to their family or local community. The aim is to develop a publication or exhibition about the objects and their associated stories.

If you agree to your object being on display in an exhibition or in a publication, please sign the form below and return it to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Valuable or fragile objects should not be offered for loan. In these cases, permission could be given to photograph the objects.

Please note: [Insert name of school/institution/organisation/community group/individual]

accepts no responsibility for damage or loss as a result of the 'Small Object Big Story' project. Thank you for your involvement in the ‘Small Object Big Story’ history research project.

If you have any further queries, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ below.

Yours Sincerely,

### Borrower’s Details

Borrower’s name:

Title/position:

Address/email:

Phone:

### Lender’s Details

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [please print name], give permission for my

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [briefly describe object]

to be displayed in a publication or exhibition. I understand that all due care will be taken with my object, but that it will be handled and stored by participants, as part of the project.

Lender’s name:

Address:

Telephone (business hours):

Signature: