



## **SHG ARCHIVES LOAN AGREEMENT FORM**

TITLE OF BOOK	DATE	PAGE OPENING

The above mentioned books will be lent with the following conditions.

- All associated costs must be paid by the borrower.

The documents:

- Will be on loan for up to three months,
- Should be stored in stable conditions, with the temperature between 24°C & 27°C and have a Relative Humidity of 77%.
- Must be placed on a book support inside a locked glass case.
- Must not be exposed to continuous light.
- Will be transported to and from the venue by Custodian of Records.
- Will not be photographed using a flash.

### **DECLARATION:**

- As receiving officer I have read and agree to abide by the attached Lending Policy governing the use of the St Helena Government (SHG) Archives' records.
- I am aware that if I, or anyone in my organization, do not abide by the Lending Policy the records may be withdrawn by the St Helena Government (SHG) Archives.
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Signature:

Date:

Printed name:

Books returned to Archives: