



**St Helena  
Government**

## **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 two weeks before the documents are transported to the venue.

ACTIVITY	TIME TAKEN	MILEAGE	COST
Checking of Book 1			
Checking of Book 2			
Checking of Book3			
Checking of Book 4			
Hire of car (per day)			
Hire of car			
TOTAL COST			

The Archives, The Castle, Jamestown, St Helena Island, South Atlantic Ocean, STHL 1ZZ

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The documents:

- Will be on loan for 2 days only during the Exhibition period.
- Each showcase containing SHG documents, must have a double key locking system. One key must be retained by the Custodian of Rec
- Should be stored in stable conditions, with the temperature between 24<sup>0</sup>C & 27<sup>0</sup>C and have a Relative Humidity of 77%.
- Must be placed on a book support/s inside a locked glass case/s supplied by the borrower.
- Must not be exposed to continuous light.
- Will be transported to and from the venue, preferably using a government vehicle, accompanied by the 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 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- I am aware that if I, or anyone in my organization, do not abide by the Lending Policy the records may be withdrawn by the St Helena Government Archives.

Signature:

Date:

Printed name:

Books returned to Archives: