|  |  |  |  |
| --- | --- | --- | --- |
| **Loan reference number *(DRO use only)*:** | | | |
| Loan start date: |  | Loan end date: |  |
| Reason for loan: |  | | |

|  |  |  |
| --- | --- | --- |
| **Details of loan item** | | |
| **DRO Reference No.** | **Description** | **Valuation *(DRO use only)*** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Lender** | | **Borrower** | |
| **Name** | Derbyshire Record Office | **Name** |  |
| **Address** | c/o County Hall, Matlock, Derbyshire, DE4 3AG | **Address** |  |
| **Contact** |  | **Contact** |  |
| **Tel** | 01629 538347 | **Tel** |  |
| **Email** | record.office@derbyshire.gov.uk | **Email** |  |
|  | |  | |
| **Signed on behalf of the lender**  Name:  Position:  Date:  Signature: | | **Signed on behalf of the borrower**  Name:  Position:  Date:  Signature: | |

**Privacy notice**

For full details of how we will treat your information, see the Users of Outreach Services privacy notice at [www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services](http://www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services).

In summary, your information will be…

* controlled by Derbyshire County Council
* processed on the basis of contract
* not shared with third parties unless with your consent, in our/your legitimate interests, or as required by the law
* kept for six years, according to rule LEIS 10.03 on the Leisure and Culture retention schedule at [www.derbyshire.gov.uk/retentionschedules](http://www.derbyshire.gov.uk/retentionschedules)

The authorised signatories above undertake to ensure that staff, volunteers and agents contracted by their institutions understand and adhere to these conditions.

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| --- |
| **Credit line to accompany any display of the item:** ‘On loan from Derbyshire Record Office’followed by the item’s reference number, beginning with a D. |
| **Costs:** standard cost of withdrawals - £60 per item. |
| **Insurance:** the borrower undertakes responsibility for the cost of repair for any damaged incurred during the loan period. |
| **Transport:** the borrower will arrange collection and return of the documents to Derbyshire Record Office, Matlock. |
| **Building security:** items will be securely stored when not in use and accessible only to designated staff. |
| **Environmental conditions:** items will be stored in dry stable conditions. As far as possible, please store documents at a stable temperature, approx. 20°C, with about 45-55% humidity, with monitoring for pest (insects and rodents). |
| **Light levels:** items will be kept out of direct sunlight at all times and when not in use stored away from all light sources. |
| **Display case / equipment:** for items on display to the public, locked display cases are strongly recommended, and can be hired from Derbyshire Record Office. |
| **Care of the document:** all items will be retained in the exact in order in which they are withdrawn, with no amendments, annotations or removals to be made under any circumstances. Food, drink and other liquids (including ink) will be stored, consumed and used away from the items during use and storage. |
| **Reproduction / copyright:** the items will not be photocopied. Copies may be made for personal research use only by using non-flash photography. Images may not be shared or published in any way, including online. Derbyshire Record Office can provide advice about the copyright status of the items (the age and ownership of the document does not necessarily |
| **Publicity / feedback:** Derbyshire Record Office are grateful for any feedback about the exhibition, including any comments made about this particular item. |

**Return of documents**

I confirm that the item/s listed above have been returned to Derbyshire Record Office in good condition

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed |  |  | **Office use only** | |
| Name (printed) |  |  | 1st reminder sent: |  |
| Position |  |  | 2nd reminder sent: |  |
| Date |  |  | 3rd reminder sent: |  |