



Audiovisual Equipment Loan Agreement

Through a partnership with [Community Archiving Workshop](#), a project of the [Association of Moving Image Archivists \(AMIA\)](#), Recollection Wisconsin is working to build capacity for identifying, preserving, and digitizing film, videotape, audiotape, and other audiovisual collections. The creation and distribution of film inspection and digitization kits was made possible through [a grant](#) awarded to AMIA from the Institute of Library and Museum Services.

Recollection Wisconsin and the Wisconsin Center for Film and Theater Research will lend the inspection and/or digitization equipment under the following terms:

1. Recollection Wisconsin will provide the equipment for the period of time stated in the “Loan Terms” below.
2. Recollection Wisconsin agrees to ship or deliver the loaned equipment by the first day of the loan period noted below. The borrowing entity agrees to return all loaned equipment to the Wisconsin Center for Film and Theater Research (816 State Street, Madison WI 53706) or to another address provided by Recollection Wisconsin by the end of the loan period unless an extension is discussed and approved by Recollection Wisconsin. Any damages that occur during the delivery of the equipment from the borrower to Recollection Wisconsin are the responsibility of the borrowing entity.
3. Recollection Wisconsin and the Wisconsin Center for Film and Theater Research will provide instructions for the use of the equipment. If assistance is needed for operating the equipment, please contact info@recollectionwisconsin.org.
4. Neither Recollection Wisconsin nor the Wisconsin Center for Film and Theater Research will be held responsible for any potential rights, copyright, or privacy infringements.
5. Neither Recollection Wisconsin nor the Wisconsin Center for Film and Theater Research will be held responsible for any damage that might occur to any local items during the course of the inspection and/or digitization activity. The borrowing entity has the authority to determine what they should or should not inspect and/or digitize, and also the responsibility for any subsequent problems.
6. The borrowing entity agrees that the equipment will be used solely for the purpose listed below.
7. Only staff from or volunteers trained by the borrowing entity will use the equipment.
8. The borrowing entity shall ensure that all loaned equipment is kept in a secure, locked location when not in use. The public should never have unsupervised access to the equipment.
9. The borrowing entity agrees to return the equipment in the same condition it was at the start of the loan period, normal wear and tear excepted. If the equipment is damaged or stolen while in the borrowing entity’s possession, appropriate financial reimbursement to the Wisconsin Center for Film and Theater Research may be assessed.

[Borrowing Entity]

Event or Purpose:

Anticipated Dates of Use:

Loan Period:

Accepted by (signature): _____ Date: _____

Printed name: _____ Title: _____

Wisconsin Center for Film and Theater Research

Accepted by (signature): _____ Date: _____

Printed name: _____ Title: _____