



**Directorate for National Repository and Research (DNRR)  
Loan Dispatch Form- LDF**

**Loaning Department/Section**.....

---

**1. Objects/specimens Description**

- 2. Common name (if known).....
  - 3. Scientific name.....
  - 4. Number of objects/specimens (please attach accession details & location).....
  - 5. Origin of the object.....
  - 6. Purpose for Loan.....
  - 7. Loan expiry date.....
  - 8. Objects/specimens condition (please provide condition statements for every specimen/object to be loaned).....
  - 9. Issuing officer (Name).....
- Sign..... Date.....
- 

**10. NATIONAL MUSEUMS OF KENYA APPROVAL (NMK use only)**

Collection coordinator .....  
Signature.....Date .....

Head of Department .....  
Signature .....Date.....

Director, Research & Collections.....  
Signature.....Date.....

---

**11. Borrower(s) contact details**

Name of the borrower.....

Institution.....

Postal address .....

Tel.....

E-mail.....

---

**12. Clearance by collection registry**

Seen and registered ..... Loan Number.....

Signature .....Date.....



## Loan receipt acknowledgement form -LRF

### Loan Receipt Form (LRF)

Date received..... Loan no.....

Object/specimen condition on receipt

.....  
.....  
.....

Comment(s).....

.....  
.....  
.....

**DECLARATION:** We have received the specimens/objects detailed herein and have read and accepted the conditions of the loan presented in Annex 1.

Name & designation of responsible officer.....

.....  
Department/unit.....

E-mail.....

Mobile No.....

Sign..... Date.....

Institutional Contact and designation.....

.....  
.....

Sign..... Date.....

**Please fill this LRF upon receipt of specimens/objects and return signed copy to the Collection Registrar,  
National Museums of Kenya: Terms and conditions are annexed overleaf**

## Annex 1: Terms and conditions of loan

### General conditions

- All items listed in the loan remain the property of the National Museums of Kenya and should be returned stipulated time frame.
- Normal research Loan period is two years with a renewal period for one year. No further renewals will be allowed after this. No objects shall be on exhibition loan for longer than one year. Special conditions apply to loans for travelling exhibits
- The borrower shall be responsible for safe keeping of all objects or specimens until returned to the National Museums of Kenya.
- The objects and specimen borrowed should be treated with the appropriate care: never change the condition of the items; the preservative; the labels or other indications and no dissections without written permission.
- In publications based either in whole or in part on this material, the collaboration of the National Museums of Kenya, being the owner of the material, calls for explicit attribution. Whenever items are mentioned: use the abbreviation NMK. Send at least one copy of the paper to the relevant department (s).
- Staff of department/section that has contributed must be co-author in all publications emanating from any of the borrowed materials.
- The recipient is personally responsible for the objects/ specimens borrowed, transmission to other persons or other institutes **is not** allowed.
- No dissection of or any other operation on any specimen or item may be undertaken without the written consent of the National Museums of Kenya.
- The Borrower shall not make or be permitted to make any photographic or other reproduction for purpose of sale or exchange of any specimen loaned items without the written consent of the National Museums of Kenya.
- Acknowledgement must be made of the National Museums of Kenya whenever any loaned object/specimen is exhibited, photographed or mentioned in any work whether published or unpublished.
- Misuse or permitting of misuse by the borrower of any objects/specimens will result in the immediate recall of the loan and will also prejudice the borrower's facilities/institution for subsequent loans.

### Compensation for loss or damage and insurance

- The borrowers are required to obtain insurance for objects/specimens and items whilst a loan is in their custody
- Should any objects/specimen in the custody of the borrower, or on transit to the borrower, or on transit from the borrower, be lost, damaged or destroyed, the borrower shall be required to pay compensation equal to the amount of the valuation of the objects/specimen or the cost of repairs to the specimen attributable to the damage caused during the loan or such amount as decided in the discretion of the National Museums of Kenya.

### Examination upon receipt

The borrower shall report immediately to the (NMK) Registrar of Collections any discrepancy, whether of identity or of previously stated condition discovered on receipt of the loan.

### Return of objects/specimens

- The borrower shall return the objects/specimen to the National Museums of Kenya not later than the date of expiry of the loan. Application for extension of a loan must be made in writing before the date of expiry.
- The Museum retains the right to recall all or any part of a loan at any time. In case of recall, the borrower shall be given fourteen days written notice to return the object/specimens

### Liability of the national museums of Kenya

- The museum shall not be liable for any injury or damage to the borrower or his or her property or to any other person or their property caused by or resulting from use of study of objects/specimen or items during the period of the loan.