



Tarrant County Office of Historic Preservation and Archives

200 Taylor Street - Suite 5200

Fort Worth, TX 76196-0226

Phone: 817-884-3272

archives@tarrantcountytx.gov

DATE

Name: _____

Address: _____

Phone: _____

Email: _____

DIGITIZATION LOAN AGREEMENT*

**A more detailed agreement may be required at a future date*

This loan agreement will last for _____ from the date listed above. Terms of the loan may be extended upon mutual agreement as documented in writing.

I, _____, agree to loan the following item(s)* for purpose of digitization and inclusion in the Tarrant County Archives.

I, _____, attest that I am the sole owner of said item(s):

I, _____, understand that with 30 days' written notice to the Tarrant County Archives/Tarrant County Administration, I can request the above items be removed and returned to me or any duly authorized legal representative during business hours at the Tarrant County Archives or other mutually agreed upon County location.

While every reasonable precaution will be made to secure the safety and proper handling of materials, the Tarrant County Archives and Tarrant County shall not be responsible for loss, damage, or replacement of items on loan.

I hereby agree to loan above-said items for digitization and return.

Owner's signature

Printed Name

Date: _____

Acknowledged by:

Tarrant County Archives/Tarrant County Administration Representative

Printed Name: _____

Date: _____