



LOAN AGREEMENT

Borrower Information

Name: Alan Stello, Museum Director

Organization: The Powder Magazine

Address: 79 Cumberland Street

City, State, Zip: Charleston, SC 29401

Telephone: (843) 722-9350

Email: Alan@PowderMag.org

Person Responsible for Borrowed Item(s): Alan Stello

Purpose of Loan (include title, location, dates of exhibition, if applicable): As reference for the development and creation of new Powder Magazine exhibits.

Loan Period: Undetermined. May be kept as long as needed. Loan to be renewed annually.

Credit Line: n/a

Item(s) Information

Description of Item(s) Borrowed: Object ID # CUMBERLAND.081.7. HCF archives' files relating to the development and creation of the Powder Magazine exhibit during the period when the PM was under the management of HCF. Two document boxes; 33 files. See attached list.

Approximate Value of Objects Borrowed: Documentary value only

Insurance Will Be Carried By: n/a

Special Requirements: See attached "conditions."

Delivery/Pickup: Borrower will pick up boxes from HCF. Return pick-up to be determined.

I hereby acknowledge that I have read and agree to the conditions governing this loan, as stated below and on the following page, and that I am authorized to agree thereto.

<u>DC Phillips Jr</u>	<u>MUSEUM DIRECTOR</u>	<u>12-7-10</u>
Borrower	Title	Date
<u>Karen Brumans</u>	<u>Archivist & Librarian</u>	<u>12-7-10</u>
HCF Representative	Title	Date

Return of object(s) listed above is hereby acknowledged.

_____	_____	_____
Borrower	Title	Date
_____	_____	_____
HCF Representative	Title	Date

CONDITIONS OF LOAN

It is understood that the conditions of this loan are as follows, and I agree to the terms:

- Loan items are to remain on the Borrower's premises at The Powder Magazine.
- Each item shall be given special care at all times to insure against loss, damage, deterioration, or theft. Borrower will exercise the same care for the loaned items as it would in the safekeeping and preservation of its own property.
- If damage should occur while in transit, display, or other usage, Borrower will notify Historic Charleston Foundation (HCF) immediately. Items lent by HCF will be insured by the Borrower against all ordinary risks in transit and while in its possession.
- Use of items: Each file must be returned to the document box from which it came after use. Borrower must keep file contents in the same order as they are at the time of receipt of the files. No new items may be added to the files or document boxes.
- Borrower may make photocopies; however, originals (even if photocopies themselves) must be returned to the file from which they came.
- Without permission of HCF, Borrower shall not lend the items or permit the items to be used by anyone other than Borrower.

Exception: Exhibit design team may have access to these items, to be used onsite at the Powder Magazine, providing they have read and agreed to the conditions governing this loan.

Conditions, cont'd

- Borrower must make the files available to Historic Charleston Foundation, if needed. Lender will give reasonable notice in advance.
- The items shall be used only for the purposes specified on page one of this agreement.

Container List: CUMBERLAND.081.7 ~ Series ~ Historic Charleston Foundation Property Records

Folder	Container	Title	Date	Description
01	Exhibit Files - Box 1	Architectural Descriptions		Architectural descriptions from The Vernacular Architecture of Charleston and the Lowcountry and from SC Deed Abstracts 1719-1772, vol. 1.
02	Exhibit Files - Box 1	Miles Brewton		Research materials on Miles Brewton
03	Exhibit Files - Box 1	Mary Crosse		Research materials on Mary Crosse.
04	Exhibit Files - Box 1	Fortifications and Powder Magazines		Research materials on fortifications and powder magazines
05	Exhibit Files - Box 1	General Historical Research		Research materials on Charleston and SC history.
06	Exhibit Files - Box 1	Henrietta Johnston		Research materials on Henrietta Johnston
07	Exhibit Files - Box 1	Isaac Mazyck		Research materials on Isaac Mazyck.
08	Exhibit Files - Box 1	Native Americans		Research materials on Native Americans
09	Exhibit Files - Box 1	Pirates		Research materials on pirates.
10	Exhibit Files - Box 1	William Rhett		Research materials on William Rhett
11	Exhibit Files - Box 1	Slavery		Research materials on slavery.
12	Exhibit Files - Box 1	Spaniards		Research materials on Spaniards
13	Exhibit Files - Box 1	William Trott		Research materials on William Trott.
14	Exhibit Files - Box 1	Yemassee War		Research materials on the Yemassee War
15	Exhibit Files - Box 1	Colonial Williamsburg Powder Magazine		Research materials on the powder magazine at Colonial Williamsburg.
16	Exhibit Files - Box 1	Images		Miscellaneous reference images (maps, people, etc.)
17	Exhibit Files - Box 1	Powder Magazine Research: Excerpts About PM		Research materials on The Powder Magazine: excerpts from various publications.
18	Exhibit Files - Box 1	Powder Magazine Research: Architectural Analysis		Research materials on The Powder Magazine: "Architectural Analysis of the 1713 Powder Magazine in Charleston, South Carolina" by Edward Chappell and Willie Graham, Colonial Williamsburg Foundation for HCF, Aug. 1995
19	Exhibit Files - Box 1	Powder Magazine Research: Archaeology		Research materials on The Powder Magazine: "Charleston's Powder Magazine as a Symbol of Cultural Change" by Martha Zierden, paper presented at the symposium Urban Life and Southern Culture, 1996 southeastern Archaeological Conference; bibliographies of publications relevant to research on The Powder Magazine.
20	Exhibit Files - Box 1	Powder Magazine Research: Geoffrey Panell		Research materials on The Powder Magazine: Letter from Geoffrey Panell, Keeper of Tower History, (Tower of London), 2/12/1997
21	Exhibit Files - Box 2	HCF Correspondence (1988-1992)	1988-1992	Correspondence related to HCF's early involvement with The Powder Magazine and efforts to conserve the building. Includes Phillips & Oppermann's Interim Report of the firm's evaluation of The Powder Magazine (11/26/1991).

Folder	Container	Title	Date	Description
22	Exhibit Files - Box 2	Powder Magazine Signage	1993	Minutes of HCF's Powder Magazine Committee.
23	Exhibit Files - Box 2	HCF Powder Magazine Committee	1993-1998	
24	Exhibit Files - Box 2	Correspondence - 1995	1995	Letters and memoranda mostly from HCF.
25	Exhibit Files - Box 2	Correspondence - 1996	1996	Letters, memoranda, etc. Includes fee proposal and project schedule from Molinaroli (exhibit designer) (11/4/1996).
26	Exhibit Files - Box 2	Correspondence - 1997	1997	Letters, memoranda etc. Includes proposals, production plans, and bills from exhibit designer and contractor's Molinaroli, Design Lite, Infinite Photo & Imaging, and ExPlus
27	Exhibit Files - Box 2	Budget (HCF, etc.)	1992-1997	HCF budgets and financial reports. Also includes Charleston Museum budget (archaeology) and Richard Marks budget update (restoration).
28	Exhibit Files - Box 2	Budget - Molinaroli	1996-1997	Exhibit outline, proposal, project schedule, and budgets from exhibit designer Molinaroli.
29	Exhibit Files - Box 2	Exhibit Design Plans - Molinaroli	997	Exhibit design plans by exhibit designer Molinaroli, dated March 10, 1997. Fourteen pages: Reference Floor Plan, Banner Armature Front Elevation, Banner Armature Section, Base Plate Elevation, Base Plate Plan, Base Plate Side Elevation; Double Armature Display Case Elevation, Double Banner Armature Side Elevation, Double Base Plate Plan, Display Case Support, Reader Rail/Portrait Easel Plan, Reader Rail/Portrait Easel Elevation, Reader Rail/Portrait Easel Side Elevation, Armature Bracket.
30	Exhibit Files - Box 2	Interpretive Outlines and Scripts	1997	Outlines and drafts (including final draft) of Powder Magazine Exhibit. also includes Lighting Events List and a videotape proposal for the audio component of the Powder Magazine Exhibit
31	Exhibit Files - Box 2	Image Request and Permission to Publish		Various requests related to the use of other institutions' images, including SC Historical Society and The British Museum.
32	Exhibit Files - Box 2	Exhibit Panels		Photocopies of the exhibit panels, including mock-ups of some panels
33	Exhibit Files - Box 2	Opening Ceremony Invitation	1997	Invitation to HCF's ceremony in honor of the opening of the Powder Magazine, June 7, 1997.