

Institution Historic Charleston Foundation **Date Out** 07/18/2007
Name/Title Grahame Long - Director of Museums **Due Back** 03/21/2022
Address 40 East Bay Street **Phone** 843/724-8486
Charleston SC 29401 **E-mail** glong@historiccharleston.org
Purpose Exhibition
Location Nathaniel Russell House
Transport Hand carry
Insurance _____
Ins. Value \$ _____ **Value min \$** _____ **max** _____

Object ID	Object	Description/Summary
HE 84	Inkwell	One (1) ink well and stand. The stand is a round wooden base of dark wood. The side has a cyma reversa curve with three (3) curved lines all the way around the base in the narrowest part of the curve in the center. The sides are painted with imitation tortoise shell with gold swirls and fern fronds. Top is concave with four (4) small holes to hold pens. Center has a small glass jar imbedded in the base for holding ink.
HQ 38a-k	Scale	One (1) set of hand held brass scales. The balance bar is held by a string tassel with the two pans hanging on a green string. The wooden box is lined with red velvet and has a compartment with a brass lid for the nine weights included.
HQ 122a-e	Scale	One (1) set of hand-held brass scales with tassel at the top and the steel balancing arm with the brass pans attached with a green cord. Three (3) weights are included. The box in which it is encased is rectangular in shape and made of rosewood with a brass name plate on top and brass bands running vertically on each side of the plate. On the front is a key escutcheon and keyhole. At the back are two brass hinges. The inside is lined with red velvet and the bottom is covered with green paper.
HW 81	Box	One (1) box in the shape of a trunk, made of wood and covered with green leather then studded with brass nails. Brass bail handle on lid. Brass lock with simple keyhole cover. Hinges in leather studded with brass nails. Box is lined with blue and white paper depicting flowers and feathers. Same paper on bottom of box.

J. Grahame Long Director of Museums 03.22.2021
J. Grahame Long (Mar 22, 2021 12:55 EDT)
 Borrower or Authorized Agent Title Date

having read and understood the conditions of the loan, accept the loan listed herein from The Charleston Museum.

Approved and released by: Jennifer McCormick Chief of Collections 3/17/2021
 Museum's Authorized Agent Title Date

RETURNED in satisfactory condition to The Charleston Museum on: 4 May 2022
 Date

and accepted by: R. Chad [Signature] Curator
 Museum's Authorized Agent Title

Terms of Loan Agreement

Care and Conservation:

1. Objects borrowed from The Charleston Museum shall be given special care at all times to guard against loss, damage or deterioration. The Borrower also agrees to adhere to any special handling requirements indicated on the previous page.
2. No alteration, restoration or repair shall be undertaken by the Borrower without the written consent of The Charleston Museum. Damages, whether in transit or on the Borrower's premises, shall be reported to The Charleston Museum immediately.
3. The Borrower further agrees that no subloans will be made without consent of The Charleston Museum.

Transportation and Packing:

1. The costs of shipping and transportation, including insurance, shall be borne by the Borrower unless otherwise specified. Method of shipment must be agreed upon by both parties.
2. Packing and unpacking must be handled by experienced personnel under competent supervision. Repackaging must be done with the same or similar materials that were used when the objects were received.

Insurance:

1. Minimum insurance coverage is all risk, including the amount stated in the agreement for borrowed objects as well as for packing and shipping.
2. If the Borrower is insuring the loan, The Charleston Museum must be notified at least 30 days prior to any cancellation or significant change in policy. Any lapses in coverage do not release the Borrower from liability of loss or damage.
3. If insurance is waived, the Borrower agrees to indemnify the Museum of any or all loss or damage to the objects occurring during the course of the loan. In the event of loss, the Borrower's liability will be limited to the dollar amount listed in the agreement.

Credit:

1. All objects, unless otherwise specified, shall be labeled and credited to The Charleston Museum.
2. Though not a condition of this loan, the Museum would appreciate copies of any publications in which The Charleston Museum artifacts, objects, or specimens are mentioned.

Return of loans:

1. Unless otherwise agreed upon in writing, loans must be returned to the Museum in satisfactory condition at the stated termination date of this agreement. Extensions must be approved in writing by The Charleston Museum and be covered by an extension of insurance coverage.
2. The Museum reserves the right to recall any object on loan. Further, it is agreed that the Museum may cancel a loan for justifiable reasons at any time, and will make every effort to provide reasonable notice to the Borrower.

Citations:

The acronym "ChM" shall precede the catalogue numbers of The Charleston Museum artifacts, objects, or specimens cited in any publications. Examples: ChM ARL 22101; ChM HT 3302; ChM PV 1632.

THE CHARLESTON
MUSEUM Outgoing Loan Agreement

360 MEETING STREET CHARLESTON, SOUTH CAROLINA 29403 (843) 722-2996 FAX 722-1784

Loan # LO1999.12

Institution Historic Charleston Foundation Date Out 08/23/1999
Name/Title Grahame Long - Director of Museums Due Back 03/21/2022
Address 40 East Bay Street Phone 843/724-8486
Charleston SC 29401 E-mail glong@historiccharleston.org
Purpose Exhibition at the Nathaniel Russell House
Location _____
Transport Hand carry
Insurance _____
Ins. Value \$ 1000.00 Value min \$ 1,000.00 max 1,000.00

Object ID	Object	Description/Summary
HF 277a-f	Chairs	Empire style side chair, one of six, has straight back wide crest rail slightly curved to fit the body. The crest rail extends across in front of side post and has wide strips of gilding with Greek key motif on each side of rail. Lyre shaped splat extends to mid crest rail and is gilded with acanthus leaves. Side posts have gilded strips attached to back of crest rail. Seat is rush. Front seat rail is curved with large flower medallion and an area on either side of center is turned and straight. Back legs curve backward. Front stretcher is shuttle shaped and gilded with two stretchers on each side, one stretcher on back. Gilt trim on legs, side post, side rails.

J. Grahame Long Director of Museums 03.22.2021
J. Grahame Long (Mar 22, 2021 12:55 EDT)
Borrower or Authorized Agent Title Date

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Approved and released by: Jennifer McCormick Chief of Collections 3/17/2021
Museum's Authorized Agent Title Date

RETURNED in satisfactory condition to The Charleston Museum on: 4 May 2022
Date

and accepted by: R. Cheryl Starnes Curator
Museum's Authorized Agent Title

Terms of Loan Agreement

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THE CHARLESTON
MUSEUM Outgoing Loan Agreement

360 MEETING STREET CHARLESTON, SOUTH CAROLINA 29403 (843) 722-2996 FAX 722-1784

Loan # LO2004.6

Institution Historic Charleston Foundation Date Out 03/31/2004
Name/Title Grahame Long - Director of Museums Due Back 03/21/2022
Address 40 East Bay Street Phone 843/724-8486
Charleston SC 29401 E-mail glong@historiccharleston.org
Purpose Exhibition
Location Nathaniel Russell House
Transport Hand carry
Insurance _____
Ins. Value \$ _____ Value min \$ _____ max _____

Object ID	Object	Description/Summary
HE 381	Hatbox	One (1) octagonal shaped hat box with hinged top. Box sits on eight (8) gold-gilt balls. Both top and box are covered in velvet and painted with flowers. The top is banded in gold paper depicting cherubs and Grecian-like scenes. The inside is covered in faded pink paper.
HF 640a,b	Box	One (1) sarcophagus shaped hat box (a) with top (b). The box edges and top are trimmed with strips of paper showing rows of roses and foliate patterns. The base and top surface are covered with marbled paper. All exterior decorations are in muted colors of greens, blues, yellows and pink.
MR 626a-i	Sewing Case	One (1) large rectangular sewing box in red leather divided into ten (10) sections. Two (2) sections at the back sides are tapestry covered pin cushions, with the middle section holding a crystal perfume bottle. Slot holds needle folder with leaves of wool. Five (5) sections in middle - two (2) on side are covered and open with tiny metal rings. One (1) section for thimble, one (1) section for the spool (both covered in velvet).

J. Grahame Long

J. Grahame Long (Mar 22, 2021 12:55 EDT)

Director of Museums 03.22.2021

Borrower or Authorized Agent

Title

Date

having read and understood the conditions of the loan, accept the loan listed herein from The Charleston Museum.

Approved and released by: Jennifer McCormick Chief of Collections 3/17/2021
Museum's Authorized Agent Title Date

RETURNED in satisfactory condition to The Charleston Museum on: 4 May 2022
Date

and accepted by: R. Cheryl Jones Chertan
Museum's Authorized Agent Title

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