



Physical Axe Handle Centennial Exhibit Loan Information

Thank you for your interest in loaning your or your organization's axe handle to the Centennial Axe Handle Exhibit. We know your axe handle means so much to you, and we are so excited you are wanting to participate. Loaning your axe handle will, however, require temporarily transferring it to SFA for the duration of the exhibit. The following document outlines the stipulations of that loan.

SFA will exhibit all loaned axe handles in the Pearman Alumni Center's Hall of Honor from Sept. 18, 2023, through Feb. 2, 2024, as part of the university's centennial celebrations. Loaned axe handles must remain part of the exhibit for the duration of time stated above. At the completion of the exhibit, a member of the Alumni Association or Chris Cotton, university archivist, will contact you about arranging the pickup of your axe handle.

We know your axe handle is a reflection of your SFA spirit, and we will do everything possible to safeguard it so it is returned in the same condition as it was when it was loaned to us. We only have space for approximately 30 axe handles, so please bring them by as soon as possible. Once we reach capacity, we will stop accepting physical axe handles, but you can still submit your axe handle to the digital portion of the exhibit. Read more at sfasu.edu/centennial.

If you are interested in participating, review the conditions on the following pages and fill out the appropriate sections to accept the terms of loaning your axe handle to SFA. Please then bring your completed forms along with your axe handle to the Pearman Alumni Center or the East Texas Research Center on the SFA campus.

Axe Handle Temporary Custody Deposit and Information Form

Owner or Organization of Loan: _____ Date Received: _____

Address: _____

Phone Number: _____

Email Address: _____ SFA Class Year: _____

Information about axe handle (i.e. symbols, memories, history, meaning):

Conditions Governing Temporary Deposits

In consideration of the mutual promises and obligations set forth herein, Stephen F. Austin State University (SFASU) and the depositor or depositor's agent agree to the following terms and conditions.

PERIOD OF DEPOSIT

1. Item(s) are placed in the temporary custody of SFASU and documented by the Temporary Custody Deposit form for purposes including, but not limited to, display, scanning and digital processing.
2. Item(s) placed in temporary custody with SFASU shall remain in its possession for the time specified for the exhibit.

CARE OF DEPOSITED ITEMS

3. SFASU will give item(s) in its temporary custody the same care provided to comparable property of its own. SFASU will use reasonable efforts to protect deposited item(s) from harm.
4. SFASU will not restore, clean, conserve, or otherwise alter the deposited item(s) without the written consent of the owner unless the immediate safety of the item(s) makes such actions imperative; in such cases, all reasonable efforts will be made to reach the owner for verbal consent. The owner is responsible for the costs of the emergency alterations.

RETURN OF TEMPORARY CUSTODY ITEM(S)

5. SFASU will not provide transportation for items deposited with it unless special arrangements are made in writing.
6. SFASU may request the return of any property deposited with it by written or verbal notice directed to the depositor at the address of record. If depositor does not make arrangements with SFASU for the return of item(s) within 90 days after such notice, then and in consideration for its (their) maintenance and safekeeping during such period, the agent/owner/depositor agrees that the item(s) shall become the unrestricted property of SFASU.

CHANGE OF OWNERSHIP OR ADDRESS

7. If there is a change in the identity and/or address of the depositor/agent/owner, SFASU must be notified in writing. If someone other than the original depositor claims item(s), SFASU reserves the right to request proof of legal authority to receive the material before item(s) will be released.

INTERPRETATION

8. SFASU accepts this deposit on the understanding that the depositor or authorized agent has legal title or full authority to make this deposit.
9. This agreement shall be construed in accordance with the laws of the State of Texas.

I have read and agree to all conditions above, and I certify that I have full authority to agree thereto.

Owner/agent/depositor: _____ Date: _____

SFASU Representative: _____ Date: _____

Received for Stephen F. Austin State University (For Internal Use):

Description of material: _____

Condition of material: _____

Period of deposit: _____

Items returned to owner/agent/depositor are in the same condition they were delivered to SFASU.

Owner/agent/depositor: _____ Date: _____

SFASU Representative: _____ Date: _____