

[Proposed Letter sent to Owner when a Loan Agreement has not yet been signed. The Incoming Loan would not be active until the included Loan Agreement is signed and returned]

Thank you for your photographic images which you have so graciously placed on loan with us for the purpose of making digital images to include in our collections. Your original photograph(s) will be scanned, then returned to you. The digital images made from those scans will be included in our Digital Image Collection

I am including two copies of our Incoming Loan Agreement. I have signed one, for your records. If you would please sign one copy on the back page and return it to me in the enclosed envelope, I can then work on getting the scans made.

I noted that you are allowing us to give your photograph(s) to our Board Member, Bill Schuette, to make a professional quality scan. He has been scanning photographs on behalf of SCHS for years, and produces excellent images for us. We will record the loan of your photograph(s) to him in the form of a signed Outgoing Loan, and I am happy to produce that paper work for you to have if you would like, once the Loan is active. He usually returns objects within a week or two.

Thank you so much for the chance to include your wonderful photographic images in our Digital Images Collections along with any documentary information in our research files. We really value the opportunity to be able to make this available for research and anyone interested in the history of Sauk County for many years to come.

Sincerely,

Rebecca DuBey, Curator