

Loan Policy

MOSH participates in a loan program to provide public access to objects that are not in the Museum's History Collection and to extend the availability of the Museum's Collections to others. These loans will be consistent with long-term conservation of the objects and the needs of the Museum's exhibition and educational program schedule.

Incoming Loans

In order to enhance or improve the exhibition of the Collections, the Museum will borrow, from other institutions and individuals, objects to be displayed in its exhibits. The object must add depth to an area or improve the quality of the exhibition of the Collections. Long-term loan requests are considered on an individual basis. Long-term loans are defined as those with a term of longer than one year. Typically, long term loans will only be granted to government entities and other accredited museums. Long-term loans from businesses and individuals will be considered, but a yearly review of loan terms will be required. In the event that the object is subsequently gifted or acquired by the Museum, the procedures for acquisition will be applicable.

The entire loan will be documented with an Incoming Loan Agreement (Appendix D) and for each item in the loan a Condition Report (Appendix O) will be issued by the Registrar. All incoming loans are handled and installed with the same manner as the Museum's permanent collection and the utmost care is taken to comply with all the lender's requirements. When the loan has expired, the Curator will contact the lender to arrange a timely return or negotiate extension of the loan.

The Curator will approve all loans made to MOSH. If a large or unusual expense is necessary for the transport or care of the loan, approval from the Executive Director will be sought.

Incoming loans that remain unclaimed five years after the termination date of the loan agreement will be processed according to the regulations set forth in *Florida Statute 265.565 Property Loaned to Museums; Obligations to Lenders; Notice; Loan Termination; Acquisition of Title; Liens; Conservation or Disposal* (Appendix I).

Outgoing Loans

The Curator will review all requests for outgoing loans. Only exhibitions of scholarly merit with an underlying importance of public education will be considered. The exhibition must be in accordance with the Museum's educational, research and exhibitions needs as described in its mission statement. Individuals, including Museum staff and Board members, are not eligible to receive loans.

A Standard Facility Report (Appendix F) will be submitted to the Curator at the time of request; this document is an essential part of the application process and will be reviewed carefully to ensure the borrower follows best practices. The borrower must adhere to all parameters set forth in this History Collection Management Policy, including but not limited to those associated with handling, display and security.

Loan requests will be reviewed with the following considerations: the physical condition and nature of the object to be borrowed, applicable permitting, its ability to travel, appropriate insurance coverage, and the borrower's ability to care for the object while it is in their possession.

If all the above criteria are met, the loan will be approved by the Curator and documented with an Outgoing Loan Agreement Form (Appendix E).

If the object(s) is on loan for a period longer than a year, the borrower will be required to report on the use of the object(s) and complete a condition report for each item.

Temporary Custody

Occasionally objects brought into the museum will not fall under the categories of loan or gifted object. When this is the case, a Temporary Custody Receipt (Appendix K) will be filled out and a digital record will be created. Objects that fall into this category include but are not limited to: objects brought in for display during a special event, objects left at the museum for identification, objects left at the museum for potential use in exhibits that have not yet been formally loaned to the museum. All activities that require a Temporary Custody Receipt must be completed within two weeks or an Incoming Loan form must be completed. Prior approval must be given by the Curator before any objects in this category may be brought into the Museum. All items will receive a TR (Temporary Receipt) number. The TR numbering system will follow the same model of numbering system used elsewhere in the collection (i.e. TR2013.02.01). Once the object(s) have been returned or processed for a loan, the Temporary Custody Receipt will be permanently retained with the other records stored in the History Collection storage room.

Internal Loan Policy

Occasionally the Museum's education programming will benefit from the use of accessioned collection materials. In such cases, Museum Educators wishing to use specimens and objects from the collections will submit an Internal Loan form (Appendix L) to the Curator before materials may be removed from the storage room. The Curator will review all requests to sign out specimens and objects, keeping in mind the physical condition and nature of the object to be borrowed, applicable permitting, its ability to travel and the type of use the educator intends. Items will only be loaned out to museum educators that have been trained in Museum handling procedures.

Found in Collection Object Policy

When unnumbered objects are discovered in the collection a search of the catalogs will be performed in an attempt to reconcile the item with its original accession number. If no matching catalog number can be discovered in this initial search, the object will be issued a Found in Collection (FIC) accession number that denotes the year in which this initial search was made (i.e. 2013.FIC.01). Objects with a FIC number may be used in exhibitions, but not removed from the Museum or loaned to other institutions.

All Found in Collection objects are considered by the Museum to be previously accessioned objects that have lost their identifying marks. As such, the museum considers all undocumented objects to be property of the museum from the time they are found.

Once the object has been assigned an accession number and object ID, a digital catalog record will be created with as much identifying information as possible including a photograph of the object and unique identifying features. A complete record will allow further attempts to be made to locate the original accession record. If the original accession record is discovered the object will be permanently marked with its original catalog number and the FIC number will be recorded in the old number section of the objects catalog record and then retired.

As the Museum considers Found in Collection objects to be property of the Museum, if the decision is made to deaccession a FIC object, the Curator and Board members will follow the established collections deaccession process with the following modifications. However, Found in Collection items must be held in the collections for five years before they are eligible for deaccessioning. Donation to another institution will be the preferred method of disposition if the object is in good condition. Donation or sale of the object will be accompanied by a notice of flawed title.