

## **E. Loans**

There are two kinds of loans which occur: loans TO the Museum, and loans BY or FROM the Museum.

### **1. Loans TO the Museum:**

No loans shall be accepted unless they are for a specific purpose and for a specified time period. The Curator makes the ultimate determination regarding the arrangement of such loans.

Loans shall be documented with a loan form stating the time period of the loan and all loan conditions, signed by the lender and the Curator or Assistant Curator. The form shall be signed by both the lender and the Curator or Assistant Curator at the return of the loan.

### **2. Loans BY or FROM the Museum**

**a. General Conditions:** The Museum can set the conditions for the use of any of its property by another party. Collections items may be borrowed for educational purposes by other museums, and by universities, schools and libraries. Loans may be made for display and for study purposes. Loans may be made to qualified individuals for the purpose of identification or dating. Loans shall be documented with a loan form stating the time period of the loan, all loan conditions, and signed by the borrower and the Curator or Assistant Curator. The form shall be signed by both the borrower and the Curator or Assistant Curator on the return of the loan.

The Museum does NOT lend collections items (including Traveling Trunks) for social functions, nor will it lend objects to donors, trustees, individual or business members of the Museum simply as a privilege of being a donor, trustee or member. The Museum considers loans for promotions and/or commercial concerns if they are consistent with the purpose of the Museum. (See Loans for Commercial Concerns). Otherwise, the loan of Traveling Trunks is determined by the Education Department.

**b. Traveling Trunks** are loaned to schools and other organizations following the guidelines set up by the Education Department.

**c. Other Objects in Collections** may be borrowed by educational members and other organizations. The Curator considers these requests on a case-by-case basis, and makes the final decision based upon the condition of the objects desired, the kind of security available, and the use to which they will be put.

**d. Insurance, Deposits, and Security:** When the Museum wishes to lend objects of high value, the Curator may decide that the borrower should have insurance covering the items for the period of the loan. The Museum will furnish the borrower with the approximate value of each item to give to the insurance company. The Curator should try to keep up-to-date on such information by checking price guides, attending antique shows, or searching on-line auctions. Insurance coverage should also cover the transportation of the objects to and from the place where they are to be used. When insurance is required, the Museum will require the borrower to bring proof of this coverage prior to picking up the loan.

Should the Museum decide that insurance is unnecessary, the Museum may require the borrower to make a minimum deposit. This may be scaled upward depending upon the number and value of the objects borrowed. The deposit will be returned after the safe return of the loan. When an object is loaned without requiring insurance or a deposit, the Museum does NOT waive its rights to be reimbursed for damages.

Security of all loaned objects is very important. Boxed objects ready for display or return should be kept in a secure place. Objects from collections should not be handled by viewers unless permitted by the loan agreement. Display cases should be locked. Borrowers using objects for exhibits should talk with the Museum's Collections/Exhibits Department staff on security matters.

**e. Loans to Commercial Concerns and/or for Promotional Purposes:** The Curator should handle these requests on a case-by-case basis in the same manner as described above. The Curator should make the decision in consultation with the Director, based on whether the manner of use of such a loan is consistent with and will promote the purposes and aims of the Museum. Objects may be made available for reproduction for commercial sale. The Curator and the Director shall be the judge of quality control, selections, and marketing. Such commercial use shall be consistent with the collections policy. Copyright for reproduction of Museum objects shall remain the property of the Museum and royalties may be collected.

### **3. Monitoring Loans**

The Assistant Curator should check the records periodically to keep track of any loan period coming to an end or any agreements needing revision.