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# Outgoing Loan Policy and Procedures

Maine State Museum

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## **Outgoing Loan Policy and Procedures**

**Purpose:** Outgoing loans of objects from the collections of the Maine State Museum (MSM) are made for the purposes of exhibition, study, and public education.

**Eligibility:** In general, collection objects/specimens are loaned for exhibition to non-profit educational institutions, or governmental agencies that are open to the public on a regular basis. The MSM does not loan objects or specimens to private businesses or individuals, or to museums unable to meet the loan guidelines set by the American Association of Museums. Research loans are made to academic departments at accredited colleges or universities, or to federal, or state agencies actively engaged in research.

**Approval:** As provided in the Maine State Museum's rules (94-073 Chapter 505), the appropriate curator reviews the loan request and brings it to the MSM Collections Committee, which votes on a recommendation to the museum director. The museum director provides final approval of the loan.

### **Conditions:**

1. Exhibition loan requests must be received, in writing, by the MSM no less than four months in advance of the commencement of the loan. Interested parties should contact the appropriate collections curator to initiate the process.
2. The loan period will not be longer than one year in length. Loans may be renewed after appropriate review.
3. The borrowing institution must complete a Standard Facilities Report prior to final approval of the loan. Any changes in the information submitted must be immediately communicated to the MSM registrar. In the case of a traveling exhibit loan, a separate facilities report is required for each venue.
4. Only the MSM loan agreement shall be used as the binding contract for the loan.
5. The borrower may be responsible for all fees associated with the loan, including but not limited to: packing, conservation, photography, insurance, and transportation. Fees are determined on a case-by-case basis and in some instances may be waived.
6. The borrower is liable for any loss or damage of the loaned object that occurs from the time the item leaves the premises of the MSM until it returns. Any change in the loaned object's condition during the period of the loan may be the basis for a damage claim against the borrower.
7. The borrower shall make no alteration to the loaned object(s) without prior written authorization of the MSM. This includes, but is not limited to: conservation, alteration of any frame, matting material, or support structure associated with the loaned object(s).

8. Immediately upon unpacking the loaned object(s), the borrower must examine them and review, initial and date each condition report provided by the MSM. Any changes in the condition of the object(s) or additional comments should be noted on the condition reports. Any changes that indicate loss, damage, or unauthorized alteration must be reported immediately to the MSM registrar. Before the object(s) are packed for the return trip to the MSM, its condition should be reviewed again and any changes reported to the MSM registrar.
9. The borrower shall make no replication of the loaned object(s), including photographic replication, for commercial use without prior written authorization of the MSM.
10. The borrower shall acknowledge the MSM as the source of the loaned object(s) in the exhibition, any caption, catalog, news release, other public announcement or interpretive material mentioning the loan object(s). Acknowledgement shall read; "Collection of the Maine State Museum."
11. The MSM reserves the right to:
  - a. Refuse the loan of any collection object.
  - b. Inspect the loan object(s) at any time during the loan period.
  - c. Cancel the loan agreement and withdraw any loan object(s), providing reasonable notice (30 days except in case of emergency) to the borrower. The following conditions may be cause for removal (but are not limited to):
    - Deterioration in condition of loan object(s)
    - Threat to security of loan object(s)
    - Borrower fails to adhere to loan conditions as stated on the loan agreement form.

#### *OUTGOING LOAN REQUEST PROCEDURES*

A written request should include:

- Borrower contact information
- Loan purpose
- Name and accession number of proposed outgoing loan objects
- Loan period, including start and end dates - the date the objects are to leave the Maine State Museum through the date they are to be physically returned.
- Name and description of the exhibition along with expected opening and closing dates.
- Location of the proposed activity
- Any special conditions