Outgoing Loans and Agreements

Hosted by ALCTS, the Association for Library Collections & Technical Services
Considerations

- Object condition and conservation assessment
- Facilities of borrower
- Insurance
- Packing and shipping arrangements
- Costs
Approval process

• Who needs to be consulted?
• Who approves loans?
• Are there guidelines of what types of purposes you will lend to?
• Are there guidelines of what types of institutions you will lend to?
Conservation assessment

- Object condition
- Treatment recommendations
  - Stability
  - Aesthetic
- Display recommendations
- Environmental requirements
  - Light
  - Temperature and relative humidity
- Packing recommendations
Installation requirements
Facilities

- Climate in storage and display areas
- Security
- Installation
- Size specifications
Object value and insurance

• **Insurance value**
  • Hiring an appraiser
  • Establishing current market value

• **Insurance policies**
  • Request a copy of their policy
  • What does the policy cover?
  • What are the exclusions of the policy?
Couriers

• Staff member who travels with the artwork and oversees unpacking and installation.

• Reasons to send a courier:
  • Importance of object(s) to the collection
  • Very high insurance value
  • Complicated installation
  • Object condition
Transportation and packing

• Packing
  • Soft packing
  • Crating

• Transportation
  • Local shipments
  • Shuttle
  • Exclusive use
Loan requirements

• Environment
• Courier
• Display requirements
• Conservation treatments
• Shipping requirements
Loan agreements

- Borrower
- Exhibition title, dates and venues
- Loan period
- Contact information
- Object information
- Insurance value
- Environment and display conditions
- Shipping requirements
Loan agreements

• Care and preservation
  • Borrower agrees to meet your requirements of the loan.
  • If there is damage or change in condition details the process you want the borrower to follow.
  • Objects may not be altered without permission.
  • Objects will be maintained in a fire resistant building with security.
  • Object will be handled by experienced personnel.
Loan agreements

• Packing and transportation
  • Any arrangements will be approved by lender in advance.
  • Borrower will meet your specifications.
  • Unpacking/packing done by experienced personnel.
  • Repacking done with original or similar materials.
 Loan agreements

• Insurance

  • Who is insuring and responsibilities of each party depending on who is insuring the object.
  • Lender will be notified if there are significant changes or cancellation of Borrower’s policy.
  • Lapses in coverage or failure to secure insurance will not release the Borrower from liability for loss or damage.
Loan agreements

• Reproduction and credit
  • What purposes the Borrower can use the photography the Lender provides.
    – Non-commercial
    – Education
    – Publicity
    – Documentation
  • No other reproduction can be made without the Lender’s permission.
  • How the objects are credited for display and/or publication.
Loan agreements

• Costs
  • Borrower is responsible for all costs.
  • Lender will provide estimates for all costs in advance.

• Cancellation/Return/Extension
  • If Borrower withdraws loan they must notify Lender.
  • Lender may withdraw loan at any time for good cause and will attempt to provide reasonable notice.
  • Objects must be returned to Lender by stated return date.
  • Any extension of the loan period must be approved in advance by the Lender.
Loan agreements

• Final considerations
  • Your loan agreement should reflect the policies and procedures at your institution.
  • Should be reviewed by your legal counsel.
Suggested reading and helpful information:

To download examples of forms, a blank facilities report and for other helpful links: The Registrar’s Committee of the American Association of Museums website.
http://www.rcaam.org/

Helpful information: The American Alliance of Museums website.
http://www.aam-us.org/

Preparation, Art Handling, and Collections Care Information Network.

To find a conservator or for conservation information: The American Institute of Conservation of Historic and Artistic Works website.
http://www.conservation-us.org/

For more information on loans, collections and examples of forms: