

WCHS Loan Policy

DEFINITION: Loans are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Museum sends and receives loans for the purposes of exhibition or education. WCHS will exercise the same care of objects received on loan as it does in safekeeping its own objects.

A. PURPOSE OF LOANS

Lending and borrowing objects and specimens for exhibition and educational purposes is an integral part of any museum's mission to make their collections accessible to the widest possible audience.

B. INCOMING LOANS

1. RESPONSIBLE PARTIES

- a. All loan transactions for temporary, traveling exhibits will originate by and be the responsibility of the Director or lead volunteer.
- b. The Director is responsible for preparing and maintaining all loan paperwork.
- c. The person loaning the materials or objects must deliver them to the WCHS office and pick them up once the exhibit is completed.

2. INCOMING LOAN CRITERIA

- a. Objects may be borrowed from other educational or non-profit institutions, or from individuals.
- b. All loans must be accompanied by a written Incoming Loan Agreement indicating all rights and responsibilities, including any fees.
- c. No permanent loans will be accepted, unless, in the case of extremely important objects, an exception is authorized by the Director.
- d. The WCHS will not knowingly accept incoming loans of objects acquired or collected illegally or not in compliance with all applicable international, national, state, and local laws and regulations.
- e. All borrowed objects shall be reviewed by the WCHS for physical condition prior to being put on display.

3. INCOMING LOAN PROCEDURES

- a. The individual responsible for originating the loan request will contact WCHS and agree upon Conditions of Loan, including the specified period of time.
- b. Any inconsistencies in the loan inventory or any change in condition of the borrowed objects during the loan period must be immediately reported to the lending party, and when appropriate, notify Risk Management and prepare a full condition report.
- c. Loans will be returned by the date agreed upon, and the lending party will pick up the items at the designated location.
- d. All borrowed objects will be subject to the same level of care, security, and handling as objects in the WCHS permanent collection.

C. OUTGOING LOANS

1. RESPONSIBLE PARTIES

- a. The authority to approve an outgoing loan, rests with the board of directors.
- b. The Director, in consultation with the board, is responsible for communicating with the requesting organization, preparing and maintaining all loan paperwork, as well as monitoring the transaction over the loan period.
- c. The authority to recall the loan prior to the noted end date rests with the board of directors.

2. OUTGOING LOAN CRITERIA

- a. The WCHS lends objects to qualified institutions or non-profit organizations for scholarly research and exhibition, subject to policies and practices within each collection.
- b. The WCHS does not grant loans of its collections to private or corporate establishments, except for educational, non-profit purposes.
- c. Objects requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate change. Any objects not up to this standard should not be approved for loan, unless special conditions are agreed upon in the loan contract.
- d.»» »Outgoing loans will be for a one-year period unless otherwise specified. The loan may be renewed with the written approval of the director prior to the return date.
- e. The borrowing institution will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written approval of the appropriate curator. Exceptions to the requirement for written approval to clean or alter may vary by collection.
- f. Loans promoting the WCHS in public buildings (airport, Governor's office, various businesses) are permitted, providing the objects in such loans are displayed under approved environmental and security conditions. Facilities Reports should be completed for these outgoing loans.
- g. The borrowing institution will assume full responsibility for any loss of or damage to the objects.
- h. Failure to adhere to the terms of previous loans will be deemed adequate cause for denying loan requests. In such instances, alternative measures to ensure compliance, such as requiring the borrower to post a performance bond, may be considered.

3. OUTGOING LOAN PROCEDURES

- a. The borrowing organization/individual must contact the director and make a written request, indicating:
 - i. the nature of the objects requested (catalog numbers, specimen types, etc.)
 - ii. the purpose of the loan
 - iii. the proposed start date of the loan
 - iv. any special conditions of the requested use
 - v. the location of the proposed activity
- b. The director will review the loan request, determining potential legal, ethical, or professional reasons why it should or should not be approved.
- c. The borrowing organization/individual must agree and adhere to the Conditions of

Loan, established by the WCHS.

d. The director will prepare all paperwork, which may include:

i. Outgoing Loan Agreement

e. The director will make an appointment to meet the borrowing organization to pick up the item.

f. If the loan has not been returned by the date indicated on the loan agreement, the director will contact the borrowing institution to initiate return.

g. Upon the return of borrowed material, the director will assess condition, and process per the WCHS policy prior to reintegrating the objects into the collections.

h. The director will close out the loan agreement upon the return of all objects.

WCHS Incoming Loan Agreement

This is to acknowledge receipt of the items listed below from

Name: _____ Date: _____

Address: _____

Home # _____ Email _____

Object or item description: _____

To be returned to lender by: _____

The above person is lending the Whitman County Historical Society the objects above to be on display at one of our locations.

WCHS

Lender

Signature

Signature

Date _____

Date _____