



## Conway Public Library Historical Materials Loan Policy

### I. OBJECTIVE

To provide guidelines by which the Conway Public Library collections may be loaned to institutions for educational and/or scholarly research purposes.

### II. POLICY

Consistent with its mission, the best practices of the museum and library profession, and providing for the safety of the collections, the Conway Public Library seeks to provide maximum public access to collections of library materials and objects it holds in trust for the public. Loans of collection items will be made to appropriate institutions for approved non-profit educational or scholarly research purposes. Considerations governing loans of collection items are: the care and security of the collections, condition and value of the object(s), and importance of the items to the educational purposes of the loan request. The Library may therefore, lend object(s) from its collections for a specified period of time for exhibition, conservation or research purposes. Interlibrary loans are governed by a separate policy.

When judged that the public good will be served, the Library will lend its collections with the following provisions:

1. In order to avoid jeopardizing existing exhibitions, programs or activities, loan requests must be made in writing to the Conway Public Library at least six months prior to the date needed.
2. Borrowers will include all information relevant to the loan including a written description of intended use and an American Association of Museums (AAM) Standard Facilities Report.
3. Loans must be approved by the Library Director.
4. Care and preservation of objects held in trust by the Library are of primary importance. The Library's curatorial staff will determine if the condition of the object(s) qualifies it for travel and/or exhibition.
5. The borrower must comply with the terms of the Library's loan agreement. Based on an AAM Standard Facilities Report, the borrower must comply with the Library's requirements regarding insurance, security, fire protection, environmental conditions, packing and shipping arrangements, and professional practices on the premises.
6. The borrower is financially responsible for the Library's object(s) while in transit and while on the borrower's premises. They will pay for all costs related to conservation, packing, shipping and insurance.
7. All packing and shipping methods must meet professional standards and be approved by the Library. The borrower may be required to pay for packing by methods and personnel chosen

Adopted by the Board of Trustees, October 17, 2017



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or approved by the Library. Packing for return shipment must be in the same manner as the original packing.

8. The borrower shall insure all loan items from door to door at the full value stated by the Library, and provide the Library with a Certificate of Insurance. A certificate must be on file with the Henney History Room (HHR) Curator before an object can be released.
9. Loaned objects will receive a high standard of care and consideration, the same as that received by similar objects in the borrowing institution's collection. When placed on public exhibition, they must be displayed in a manner providing maximum security.
10. Only appropriately trained personnel will be permitted to handle, move or unpack loaned objects.
11. Loaned objects may not be altered, embellished, repaired, conserved or cleaned by the borrower without the written permission of the Director.
12. Borrowed items may not be photographed, duplicated or copied in any way without the written permission of the lender.
13. Any damage to an object will immediately be reported to the Library. The borrower will make a photographic record of the damage as soon as possible.
14. The Library's credit line must be included in all exhibition labels, news releases and publications associated with the object(s).
15. The object(s) will be returned to the Library when the purposes of the loan have been completed, even though the specified period of the loan may not have expired.
16. Loans may be renewed for a reasonable period of time, provided that a written request is received at least thirty (30) days before the loan termination date.
17. All long-term loans (exceeding one calendar year) will be monitored and reviewed annually by the Director.
18. The Library reserves the right to request the return of an object on loan at any time and to set a time limit for the return of the loan.