

NC State Historic Sites and Properties

OUTGOING LOAN POLICY

Thank you for your interest in borrowing materials from the collection of the NC State Historic Sites (NCHS). We consider it part of our mission to share our collections with other museums and historic sites in a spirit of collaboration. As much as possible, we make every effort to accommodate loan requests. As a standard practice, the Division does not loan objects to private businesses or individuals. Museums must meet standard American Alliance of Museums (AAM) guidelines.

Loan Requests

All loan requests must be made in writing (hard copy with signatures). A letter of inquiry should be sent to the attention of the registrar and should include the following information:

- The title and dates of the exhibition
- The loan period – include the beginning and the ending dates of the loan
- A list of the objects requested
- A current copy of the requesting institution's AAM Standard Facility Report

The formal letter of request must be received six months **prior** to the requested loan date. All loans will be made for a two-year period or less. Upon request, the museum may consider renewals of the loan.

Fees

The Borrower will be responsible for certain fees/costs related to the loan of materials. The costs may include, but are not limited to:

- Conservation Costs. If it is determined that conservation work is necessary before an object can be loaned, an outline of a report provided by a conservator will be sent to the Borrower with a statement of the anticipated costs. The anticipated conservation costs will be the responsibility of the borrowing institution. In some cases, the lending institution may choose to share those costs. A loan will be made only if sufficient time is available to complete the conservation process.
- Packing and Shipping. The Borrower will be additionally responsible for packing or crating costs that are more involved, and shipping by an NCDCCR-approved art transport company or by the lending institution.
- Courier Fees. If the lending institution deems it necessary that a courier must travel with the object, the Borrower will be responsible for any costs (including a per diem) incurred by the process.

Transportation

If the Borrower will be transporting the loaned items, the courier must be trained in the handling of objects. All objects must be transported within a closed vehicle that has been approved by the lender. High value or environmentally sensitive objects **must** be transported by a lender-approved art transport company using a climate-controlled vehicle.

If an object is stolen or damaged in transit or while on exhibition, the Borrower must immediately report the incident to the lending registrar. A written report, including detailed photographs of the damage, should also be made. No restoration, repair, or cleaning may be done without the written permission of the registrar of the lending institution.

Packing

Loans must be unpacked, handled, and repacked by members of the Borrower's staff trained in the handling of objects. No handling of the loaned objects by unauthorized or inexperienced persons, volunteers, interns, or by the public is allowed. The Borrower will retain the original packing materials and must repack the objects with the same materials. Newly transported objects must be allowed to acclimate at least 24 hours before unpacking. Packing crates must be stored in a climate- and pest-controlled facility.

Display Limits

Paper objects and textiles will be limited to a four-month display period at reduced light levels of no more than five foot-candles.

Insurance

Objects must be covered for their full value under a wall-to-wall insurance policy and against all risks of physical loss or damage from external cause in transit, on exhibition, and while housed within the Borrower's facility.

The Borrower shall provide a Certificate of Insurance prior to the shipment of loaned objects.

Care of Objects

Loaned objects will be held and returned in the same condition in which the Borrower receives them. They may not be cleaned; repaired; retouched; removed from mats, mounts, or frames; or altered in any way whatsoever except with the written permission of the registrar from the lending institution.

The loaned objects may not be subjected to technical examination of any type without written permission. No loaned object may be withdrawn from the exhibit and stored without the consent of the lending institution.

Environment

The Borrower will undertake the responsibility to maintain constant and adequate protection of the loaned objects from exposure to extreme or deteriorating light, extremes of temperature and relative humidity, insects, or dirt. No food or beverages will be present in areas where loaned items are displayed, nor will smoking be permitted in the museum building.

Security

The lending institution **may** require that objects be secured by alarm; or exhibited in locked, alarmed cases; or that security mounting is used in the installation of framed objects.

Credit Line

The Borrower will credit the lending institution as the lender on labels, in catalogs, and in publicity connected with the exhibition. The standard credit line shall be as follows for each lending institution: "Courtesy of _____." For example, "Courtesy of Alamance Battleground, Burlington, N.C." Additional text will be supplied by the lending institution as deemed necessary.