

# North Carolina Division of State History Museums

5/4/2010

## OUTGOING LOAN POLICY

Thank you for your interest in borrowing materials from the collections of the North Carolina Division of State History Museums (NCDSHM). 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 Association of Museums (AAM) guidelines.

This policy document refers to the collections of the Division of State History Museums (which includes the North Carolina Museum of History; the Mountain Gateway Museum and Heritage Center; the Museum of the Albemarle; the Museum of the Cape Fear Historical Complex; the North Carolina Maritime Museum in Beaufort; the North Carolina Maritime Museum at Southport; and the Graveyard of the Atlantic Museum). Arrangements for loans will be made with an outgoing loans registrar (see page 4 for details).

### Research Requests

Research requests that are related to artifacts in the collection as part of the outgoing loan will be answered on a first-come, first-served basis. Requests for additional information for more than 10 objects may be subject to an hourly research fee. See the attached fee schedule.

### 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 by the lending institution six months **prior** to the requested loan date. This letter of request will be presented to the Curators Committee. This committee meets monthly and will approve or deny the loan. Late requests may engender a rush fee, and the institution cannot guarantee that it can meet all requested delivery dates.

All loans will be made for a one-year period or less. Upon request, the museum may consider renewals of the loan. There may be additional fees associated with a renewal of the loan and with international travel.

### **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:

- **Loan Fee.** This fee will vary based upon type of artifact, value of artifact, number of artifacts requested, and duration of loan. This fee will be negotiated based on all of these factors.
- **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.
- **Framing Costs.** These costs will be determined by the staff of the lending institution and presented to the Borrower for approval and payment prior to completing the necessary work.
- **Administrative and Processing Fee.** This fee covers condition reporting, conservation survey, photography, research, processing, and basic packing costs. The fee may be waived by the director of the lending institution. See the attached fee schedule.
- **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.

See attached fee schedule. Certain fees may be waived at the discretion of the lending institution. A rush fee may be charged for requests made less than three months in advance.

## **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.

## **Publication**

The Borrower will send two complimentary copies of any book, catalog, or checklist published in conjunction with an exhibition to the museum.

The Borrower may photograph the object for publicity purposes only for the duration of the exhibition. All other uses must be approved in writing by the registrar of the lending institution. The lender reserves the right to request limited or no photography by the viewing public in accord with the borrowing institution's photography policy.

## **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 the North Carolina Museum of History." Additional text will be supplied by the lending institution as deemed necessary.

*Questions? For loan requests for artifacts at the North Carolina Museum of History, the Mountain Gateway Museum and Heritage Center, the Museum of the Albemarle, or the Museum of the Cape Fear Historical Complex, contact the Outgoing Loans Registrar at the:*

*North Carolina Museum of History, 919-807-7865*

*For loan requests for the North Carolina Maritime Museum in Beaufort, North Carolina Maritime Museum at Southport, or the Graveyard of the Atlantic Museum, contact the Outgoing Loans Registrar at the:*

*North Carolina Maritime Museum in Beaufort, 252-728-7317*

## **Payment**

Loan documents will provide the contact information and instructions for payment of all fees.

## Fee Schedule

Standard Loan Fee	Varies based on negotiations
Additional Research Fee	\$25/hour
Rush Fee (for requests less than three months in advance)	\$100
Administrative and Processing Fee	\$200

<b>Wrapping and Crating Charges</b>	
Soft-packing, time and materials	\$25/object
New Crate—actual cost of fabrication, plus \$20/object	Varies

<b>Preparation Charges</b>	
Matting, framing, glazing—cost to be determined	Varies
Conservation—cost to be determined, and as needed	Varies

<b>Courier Expenses</b>	
Round-trip transportation between courier's home and Borrower's location (business class when courier accompanies artifacts; coach class at other times), parking, mileage, tolls, and carfare as appropriate upon presentation of receipts for expenses and an invoice	Varies
Overnight accommodations, to be arranged and paid for directly by the Borrower	Varies
Per-diem allotment, covering a sufficient number of days to allow for acclimatization of the object(s) and travel recovery for the courier, which may vary with the length of the trip, to be presented to the courier in cash upon the arrival at Borrower's site	Varies