

Incoming Loans

If the borrowed object is to be exhibited the coordinator and curator must approve the loan. Long term loans or loans of promised gifts must be approved by the accessioning committee.

The process for requesting loans will be.

1. The director or curator will send a "loan request" to the prospective lender.
2. A copy of this will be put in the permanent files and copies given to any staff members who will be involved in preparing the exhibit for the loaned artifacts.
3. When the object arrives the director or curator will follow the following steps.
 1. Carefully check the exterior of the packing case for signs of damage and document.
 2. Note how the object was packed so that it can be returned to the lender in the same manner.
 3. Save original case and all packing materials for reuse if possible, and store properly.
 4. Immediately inventory contents of cases, check condition and verify that all objects have been received.
 5. Notify lender that we have received all objects and any change in their condition.
 6. Assign each loan and each object a unique number and promptly tag or label using reversible methods.
 7. Entry records and receipts are prepared to document the transaction.
4. Loans will be tracked and updated by a member of the museum staff on a regular basis.

When the object is to be returned the director or curator will take the following steps.

1. Contact the lender to arrange the return.
2. Carefully note any change in the condition of the object.

3. Repack the object in the original packing cases with the original packing materials.
4. Prepare an outgoing receipt and ask the lender to sign and return a copy verifying that all objects have been returned in satisfactory condition.
5. Close the loan file by noting the destination, date, and method of return.