

Vernon Co.

Outgoing Loans

All outgoing loans must be approved by the coordinator and curator. If the loan is of an artifact of major importance or value the loan must be approved by the board of directors.

The steps for processing the loan out of the museum are as follows.

1. Prepare an outgoing condition report documenting any obvious blemishes, instabilities, old repairs, or preexisting conditions. A copy of this is to be sent with the artifact and signed by the individual receiving the loan and returned to the museum.
2. Take a documenting photograph to be kept with the loan files.
3. The object will be packed carefully following proper standards.
4. Once the loan has been shipped the museum staff will update the files on the artifact showing the new location and status of the object.
5. Loans will be tracked and updated by a member of the museum staff.

When the object is returned the staff will take the following steps.

1. Promptly unpack the object.
2. Compare the present condition to the outgoing condition report.
 1. If damage has occurred during transit save all of the packing materials. Photographs are to be taken to document any damage.
3. The staff is to check to ^{see} be ~~all~~ that all parts of the loaned object have been returned.
4. An "incoming receipt" is generated stating that the loan has been returned in satisfactory condition.
5. Promptly prepare a final invoice billing the borrower for all agreed cost relating to the loan.
6. The staff will keep a history file on different borrowers to document problems or concerns for future reference.