

# The Greater Harrington Historical Society Loan Policy





## LOAN POLICY

Loans are the temporary transfer of collections or individual objects either to or from the museum for the purpose of exhibition, study, or conservation. Loans are generally made only to recognized museum or educational, cultural, or scientific institutions.

Requests for loans should ideally be received in writing at least three months prior to the intended arrival at the loan venue and should be received from an individual authorized to request loans on behalf of their institution. Formal loan requests must include the intended purpose, location, and proposed dates. If the loan is for exhibition purposes, an exhibit prospectus, standard facility report, and certificate of insurance (door-to-door) for all venues are required. Loan fees will be charged as appropriate and approved by the Curator.

This policy shall be reviewed every three years for accuracy and changes.

**Document Status:** Final

**Prepared by:** Doug Poore

**Reviewed by:** Strategic Planning Committee

**Approved by:** Membership

**Date Approved:** 06/01/2024

**Revision Cycle:** 3 years

**Last reviewed:**

**Next Revision:**

**Primary Policy Steward:** Curator

### A. Outgoing Loan Conditions

Material from the permanent collections may be loaned from The Greater Harrington Historical Society for exhibition purposes. Loans do not involve transfer of title and must be accompanied by a loan document signed by both parties.

1. A request for the loan of collections material must be reviewed by the Curator and the Board of Directors for approval or denial. All terms are indicated on the Outgoing Loan Agreement which must be signed by both parties.
2. Loans will be made to museums or other institutions approved by the Board of Directors if the following criteria can be met:
  - The institution has a demonstrated professional staff trained in the handling of museum objects or other special arrangements have been made to ensure proper handling of objects.

- The facilities at the borrowing institution are adequate to ensure the care of the material while on loan. A standard facilities report will be required prior to shipment of loan material.
  - Political or environmental circumstances do not suggest unreasonable hazard to the material.
  - The material is not expected to be needed for exhibits or education programs during the proposed loan period.
  - The Borrower is willing to pay for all costs incurred and no unreasonable logistical or financial burden will be placed on the museum by this loan. Insurance of the nature and amount required by the Loan Agreement shall be at the expense of the Borrower.
  - The material is not so fragile, rare, or valuable that the risks in handling and shipping are unacceptable. The Greater Harrington Historical Society must be properly credited in any publication or any other document resulting wholly or in part from the loan.
  - The loan material may not be dismantled, conserved, fumigated, or subjected to any tests or sampling of any kind without express permission from the lender.
  - Loans may be recalled at any time without liability to The Greater Harrington Historical Society if it is determined that the conditions of the loan are not being met.
3. In the case of international loans, The Greater Harrington Historical Society will provide proper U.S. customs export documentation. However, the Borrower will be responsible for all customs-related fees, such as licensing, processing, brokerage, etc.

## **B. Incoming Loan Conditions**

Incoming loans are defined as material deposited with The Greater Harrington Historical Society for the purposes of education, exhibition, study, and/or identification. All material lent will be recorded on the Incoming Loan Agreement form.

1. Requests for incoming loans must be reviewed by the Curator and the Board of Directors for approval or denial. All terms are indicated on the Greater Harrington Historical Society's Incoming Loan Agreement which must be signed

by both parties.

2. All loans will be made for a specified length of time. Any change in the length must be agreed upon in writing and signed by both parties.
3. Loaned materials will remain in the possession of the museum but may be removed from exhibition at any time at the discretion of the Curator and the Board of Directors.
4. Terms of insurance coverage concerning loans are indicated on the Greater Harrington Historical Society's Incoming Loan Agreement form.
5. A register will be maintained of all incoming loans.

## **CONDITIONS GOVERNING INCOMING LOANS**

### **INSURANCE**

Unless the lender expressly elects to maintain insurance on the objects, The Greater Harrington Historical Society will insure objects on loan against risk of physical loss or damage for the value stated on the agreement so long as it does not exceed the fair market value. The Museum's policy contains the usual fine arts insurance exclusions, a list of which may be obtained from the Curator. If the lender elects to insure the objects, The Greater Harrington Historical Society will not be liable for any loss or damage to the objects or any lapses in coverage.

### **CARE AND PRESERVATION**

Objects loaned to Greater Harrington Historical Society will receive the same care given to objects in the permanent collection. Evidence of damage at the time of receipt or while in the Museum's custody will be reported immediately to the lender. No alteration, restoration or repair to objects will be undertaken without the written authorization of the lender. The lender certifies that the objects are in the condition noted on receipt and will withstand the strain of packing and transportation.

### **TRANSPORTATION AND PACKING**

Greater Harrington Historical Society will bear the cost of packing and transportation unless otherwise stated. The method of shipment must be agreed upon by both parties and meet insurance requirements. Objects included in this loan shall be prepared by experienced packers.

## **PUBLICITY AND PHOTOGRAPHY**

Publicity and exhibition labels will credit lenders according to the credit line on the front of this agreement. Unless otherwise agreed in writing, the loaned objects may be photographed and used for publicity purposes.

## **TERM OF LOAN**

The lender understands that the objects listed in this Loan Agreement are deemed donated to Greater Harrington Historical Society if no claim is made or action filed to recover the objects after expiration of the loan term, if the Museum has given one written and two published and no assertion of title has been filed within 90 days of the second published notice. The lender hereby acknowledges receipt of written notice of the provision and agrees to notify the Museum in writing of any change in address or ownership.

## **CONDITIONS GOVERNING OUTGOING LOANS**

Objects lent by Greater Harrington Historical Society are lent for the purpose stated on the Loan Agreement. Any other use is prohibited. Objects shall remain on the borrower's premises during the loan period unless otherwise specified in writing and authorized by Greater Harrington Historical Society.

## **CARE AND PRESERVATION**

It is understood that objects borrowed from Greater Harrington Historical Society as covered by this loan agreement shall remain in the condition in which they are received. They shall not be cleaned, repaired, retouched, removed from the frame, or altered in any way except with written permission from the lender.

## **PACKING AND TRANSPORTATION**

The objects included in this loan shall be packed for shipment by an experienced and competent packer. The objects shall be repacked in the lender's crate for return to Greater Harrington Historical Society by the same method of shipment as used by the lender, unless otherwise agreed. Damages, whether in transit or on the borrower's premises and regardless of responsibility, shall be reported immediately to the lender.

All costs incurred for packing materials, creating, shipping and courier expenses, if necessary, shall be the responsibility of the borrower. Both parties must agree upon the method of shipment.

Borrowing institution required to complete condition reports upon arrival of loan and upon return of loan. These reports will be made available to the Greater Harrington Historical Society.

### **INSURANCE**

Objects will be insured by the borrowing institution unless otherwise stated. Coverage will be an all risk, wall to wall policy, subject to the standard exclusions. Marine insurance will be added for international loans. Insurance will be placed in the amount specified by the lender, which must reflect fair market value.

### **REPRODUCTION AND CREDIT**

Unless otherwise noted in writing, the objects lent may be photographed or reproduced by the borrower for catalog and publicity purposes. If reproductions are generated for sale in conjunction with the exhibition, specific permission must be requested. The credit line will read: *Collection of Greater Harrington Historical Society*. GHHS retains copyright on materials from their collection and retains the right to refuse a copying order if it is in violation with the copyright law of the United States (Title 17, U.S. Code).

### **ENVIRONMENTAL CONTROLS**

Loan objects must be packed, stored, and exhibited in areas where there is control of relative humidity (RH) and temperature. RH must be maintained at 50% +/-5% with no more than a 5% fluctuation within that range during a 24-hour period. The temperature must be maintained between 67° F and 77° F. Adequate light levels will be specified and maintained. Exposure to sunlight and to artificial light that is not UV filtered is prohibited.

### **LOAN PERIOD, EXTENSION, RETURN**

If an extension of this loan is desired, a written application for approval must be submitted. Otherwise, the return of loan materials will be expected on the original date agreed.



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## OUTGOING LOAN AGREEMENT

The Greater Harrington Historical Society hereby lends to the undersigned the object(s) described herein

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for the purposes, and subject to the terms and conditions set forth.

### BORROWER

Institution or

Individual: Contact:

Address:

Tel #:

Email:

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### PURPOSE OF LOAN

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### DATES OF LOAN

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### DESCRIPTION OF LOAN

Object

Date

Condition

Insurance Value

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### CREDIT

Courtesy of The Greater Harrington Historical Society

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### INSURANCE

X To be carried by borrower

↑To be carried by lender

↑To be waived

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### SHIPPING ARRANGEMENTS

To be packed/crated by:

Method of Shipment:

Carrier name and telephone:

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### CONDITIONS FOR OUTGOING LOANS

#### 1. CARE & HANDLING

Evidence of damage to the loaned object at the time of receipt or while in the borrower's custody will be reported immediately to the GHHS. The GHHS certifies the condition of the loan object as stated in this loan agreement is accurate and that the object will withstand the ordinary strains of packing and transportation. The borrower agrees to meet any special requirements for installation and handling as stated herein. The borrower agrees to secure the object from theft, damage or deterioration and will display them in a secure, environmentally monitored area.

**2. COSTS**

Unless noted on the front of this contract, all costs of packing, transportation, couriers, insurance, and other loan related expenses will be borne by the borrower.

**3. LOAN PERIOD**

The object described in this loan agreement will be used solely for the purpose described herein and shall be lent solely for the dates stated on the obverse.

**4. PACKING & SHIPPING**

Packing and transportation arrangements for the object must be mutually agreed upon by both parties. The object will be returned packed in the same or similar manner as received and shall be packed by experienced personnel only. The objects may be recalled at any time.

**5. REPRODUCTION & CREDIT**

Any object used for the purpose of presentation, exhibition or publication shall be labeled and credited as indicated on the obverse of the loan agreement.

**6. INSURANCE**

The object will be insured for the amount specified herein under an "all risk" wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice; repairs, restoration or retouching process; hostile or war-like action, rebellion, etc.

The borrower will supply a Certificate of Insurance prior to the shipment of the loan. Insurance will be in the amount specified herein which will reflect fair market value. If the object was industrially fabricated, and can be duplicated to the Lender's specification, the amount of such insurance shall be limited to the cost of such replacement.

The value as stated on the obverse is not to be considered an appraisal.

**7. RETURN OF LOANS**

The loan agreement may be terminated by either party given reasonable notice in writing.

The borrower hereby acknowledges receipt of the object listed on the previous page. The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

\_\_\_\_\_  
Borrower Signature and Title

\_\_\_\_\_  
Date

Approved for The Greater Harrington Historical Society:

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date





## INCOMING LOAN AGREEMENT

The Undersigned hereby lends to the Greater Harrington Historical Society (GHHS) the object(s) described herein for the purposes, and subject to the terms and conditions set forth.

### LENDER

Institution or Individual: \_\_\_\_\_ Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

### EXHIBITION

Dates and location: \_\_\_\_\_

### DESCRIPTION OF LOAN

<u>Objects</u>	<u>Date</u>	<u>Condition</u>	<u>Insurance Value</u>
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### CREDIT

Exact form of lender's name for catalogue, labels and publicity

### INSURANCE

↑To be carried by lender

↑To be carried by GHHS

↑To be waived

### PHOTOGRAPHY

Are photographs and/or color transparencies and/or digital files suitable for reproduction available?    ↑Yes ↑No

If yes, please state type and where they may be obtained: \_\_\_\_\_

### SHIPPING ARRANGEMENTS

To be packed/crated by: \_\_\_\_\_

Method of Shipment: \_\_\_\_\_

Carrier name and telephone: \_\_\_\_\_

### ADDITIONAL COMMENTS

## CONDITIONS FOR INCOMING LOANS

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### 1. CARE & HANDLING

It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the lender. Evidence of damage to loan object(s) at the time of receipt or while in GHHS custody will be reported immediately to the lender. The lender certifies the condition of the loan object(s) as stated in this loan agreement is accurate and that the object(s) will withstand the ordinary strains of packing and transportation. GHHS agrees to meet any special requirements for installation and handling as stated herein. GHHS agrees to secure the object(s) from theft, damage or deterioration and will display them in a secure, environmentally monitored area.

### 2. COSTS

Unless noted on the front of this contract, all costs of packing, transportation, couriers, insurance, and other loan-related expenses will be borne by the GHHS.

### 3. LOAN PERIOD

The object(s) described in this loan agreement will be used solely for the purpose described herein and shall be lent solely for the dates stated on the obverse. The object(s) shall remain in the custody of GHHS for the duration of the loan period.

### 4. PACKING & SHIPPING

Packing and transportation arrangements for the object(s) must be mutually agreed upon by both parties. The object(s) will be returned packed in the same or similar manner as received and shall be packed by experienced personnel only. If the object is to be returned at the Lender's request, without prior written consent, to any address other than that from which it was collected, the Lender shall pay any costs incurred by such a change.

### 5. REPRODUCTION & CREDIT

Any object(s) used for the purpose of presentation, exhibition or publication shall be labeled and credited as indicated on the obverse of the loan agreement. The GHHS may photograph the object(s) for educational, catalog and publicity purposes. It is understood that GHHS does not restrict the use of cameras by the public in its exhibition areas.

### 6. INSURANCE

The object(s) will be insured for the amount specified herein under an "all risk" wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin, or inherent vice; repairs, restoration or retouching process; hostile or war-like action, rebellion, etc.

GHHS will supply a Certificate of Insurance prior to the shipment of the loan. Insurance will be in the amount specified herein which will reflect fair market value. If the object was industrially fabricated, and can be duplicated to the Lender's specification, the amount of such insurance shall be limited to the cost of such replacement.

The value as stated on the obverse is not to be considered an appraisal. Subrogation against GHHS or any of its entities is waived.

If insurance is waived, the Lender agrees to indemnify GHHS for any or all loss or damage to object(s) occurring during the course of the loan.

### 7. RETURN OF LOANS

The loan agreement may be terminated by either party given reasonable notice in writing. If GHHS efforts to contact the lender within a reasonable period following the expiration of the loan are unsuccessful, and no special arrangements have been made for the return of the loan, the objects will be placed in storage at the Lender's risk and expense. If after three years the property is not withdrawn, it may be deemed to become the unrestricted property of the GHHS.

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GHHS hereby acknowledges receipt of the object(s) listed on the previous page. The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

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Lender Signature and Title

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Date

Approved for the Greater Harrington Historical Society:

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Signature and Title

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Date