

Story City Historical Society Loan Policy

Adopted July 2013

The purpose of a loan policy for the Story City Historical Society (hereafter SCHS or Museum) is to support the availability and dissemination of collections materials and information consistent with the Museum's mission. Loans of objects to or from the Museum are temporary physical transfers of collection objects to or from the institution, without transfer of ownership.

Incoming Loans

Incoming loans of objects for exhibit, research, identification, or educational purposes are arranged and approved by the appropriate SCHS Director for up to one year, after which the loan may be extended.

The Museum will exercise the same care with respect to loaned material as it does in the stewardship of comparable property of its own collections. An incoming loan agreement that defines SCHS loan terms and conditions is provided to the lender or institution. Materials on loan to SCHS may not be transferred or loaned from the Museum to a third party without explicit written permission from the lender or lending institution. It is the responsibility of the lender to notify SCHS regarding changes of address or ownership affecting materials on loan.

Outgoing Loans

Objects in the permanent collection may be loaned to other museums, agencies, and educational or cultural institutions for the purposes of exhibit, research, identification, education, or conservation. A facility report from the borrowing institution and assurance that the borrowing institution's collections care practices meet SCHS standards may be required before a loan is executed.

Objects are not loaned if there is an unreasonable risk to the objects, or if the objects may be put to objectionable use that would reflect upon the integrity of the objects or the Museum. Irreplaceable objects, including rare, fragile, or culturally sensitive objects are not available for loan. Original photographs and documents are not available for loan. Generally, library materials may be used only on site at the Museum.

The SCHS Director will review and make the final decision to approve or not approve all loan requests. Loan agreements list objects, with loan terms and conditions. Approved loan agreements must be signed by the SCHS Director and by the borrower.

Agreements are executed for a maximum of one year. An extension is granted if approved by the SCHS Director. Loaned objects may not be transferred or loaned to a third party. If the borrower wishes to transfer material, a new loan agreement with that third party must be requested from the SCHS Director.

Borrowers must agree to protect the material borrowed and to pay any assessments arising from loss or damage. When requested, the borrower must provide the Museum with proof of insurance coverage.

The borrower assumes all costs for packing, shipping, and insuring the loaned objects, unless agreed otherwise. When returning the loaned materials to the Museum, the borrower must pack all objects in a manner comparable to that in which the materials were received. Arrangements for the return of borrowed materials must be agreed upon by the SCHS Director in advance of their return. Upon their return, borrowed materials must be examined before they are returned to SCHS collections storage.

If loaned objects are used in public exhibit or referenced in publications, appropriate acknowledgement of the Museum is required. The Museum requests one electronic copy and two paper copies of any publication resulting from the use of collection materials.

Loaned materials may not be altered in any way, or reproduced by casting, photographing, copying, or other methods without written permission SCHS. Reproduction in no way transfers the Museum's copyrights or permissions to publish or display. Use of borrowed materials in excess of "fair use" may constitute copyright infringement. Objects borrowed from the Museum collections may not be reproduced for sale by other institutions or individuals without written permission. Identification markings or labels on loaned materials may not be removed or altered in any way by the borrower.

Loaned material may not be subjected to technical examination of any type without the Director's written permission.

Permanent Loans

The Museum does not accept objects into its collections as permanent loans, unless exceptional circumstances exist. Permanent loans from individuals who retain ownership of the objects obligate the Museum to insure and preserve such objects for the owner, which is not the Museum's purpose.