



Outgoing Loans Policy

Approved by the Board of Trustees, 6/7/1984

1. Loans of artifacts or property must be approved by the director and by the board of trustees, according to policy set by the board of trustees. Approval will not be given for removal or reproduction of certain rare and/or restricted materials.
2. Objects borrowed shall remain in the condition in which they are received. They shall not be cleaned, repaired, retouched, or altered in any way without prior permission. Pressure-sensitive tape or labels must not be used on objects.
3. The borrower must maintain constant and adequate protection of loan materials from extremes in temperature, humidity, light, insects, dirt, theft, and handling by unauthorized or inexperienced persons.
4. Objects borrowed for exhibition must be exhibited in secure cases in an adequately protected room during the period of the loan.
5. Proper credit must be given the Shiloh Museum when items are exhibited outside the museum or when photographs are published or displayed. The credit should include "From the Shiloh Museum of Ozark History, (name of donor) Collection." The Shiloh Museum requests a copy of any publication based upon its collection.
6. Loans can be made for a period of 12 months or less, and may be renewed, normally no more than once, upon request.
7. Packing and transportation costs will normally be paid by the borrower.
8. All objects covered in this loan agreement will normally be insured for their stated value by the borrower during transit and while on the borrower's premises. The total insurance costs will normally be assumed by the borrower. The director must verify the amount and term of insurance carried by the borrower.
9. Objects may be examined at any time during working hours on the borrower's premises by an agent of the Shiloh Museum or an individual authorized by the museum.
10. Borrowed objects will not be sub-lent or otherwise transferred to an institution other than that of the borrower.
11. Loans are made to institutions and not to individuals, except under unusual circumstances. It is understood that the person signing the agreement is responsible for insuring that the conditions of loan are met.