

January 1, 2010

Park Directive 6160

**OUTGOING LOAN POLICY**

**I.      CONDITIONS OF OUTGOING LOANS**

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An “outgoing loan” is defined as a temporary physical transfer of material (including traveling exhibits created by the park) from the collection that does not involve a change in ownership.

Before committing to an outgoing loan, the Park Superintendent shall approve the climate and security conditions at the borrowing institution and determine that they are appropriate for the stability, safety, and security of the object(s) to be loaned.

**A.      LENGTH OF LOAN**

A maximum time limit of one year is placed on all outgoing loans. In certain cases the borrower may renew the loan on an annual basis with the park’s permission.

If the park requests that the loaned object be returned prior to expiration of the loan, the borrower will be given a written notice of sixty (60) days.

**B.      THE BORROWER WILL (except when exempted by the park):**  
(The term “Borrower” as used here will mean qualified institution as determined by the park.)

1.      Submit a written proposal requesting the loan of stipulated materials for exhibition, research ,or educational purposes; or, schedule a traveling exhibit under established procedures.
2.      Sign the OUTGOING LOAN AGREEMENT (form 0900 MUS 895) thereby agreeing to all conditions, restrictions and procedures listed therein.
3.      Insure the object(s) at the value stated by the park; insurance to be in effect from the time the object(s) leaves the premises until it is returned. The borrower will secure an all-risk policy subject to the standard exclusions.

4. Cover the cost of insurance, special communications, transportation, security provisions, special packing and other incidental costs created by the loan.
5. Pack, transport, handle, display, identify, and catalog the loaned materials to the satisfaction of the park while on exhibition, being used for educational purposes, or being reproduced for publications and/or publicity (crediting the park where appropriate).

C. THE PARK WILL:

1. Ascertain the qualifications of the borrowing institution according to established procedures and require a written proposal that describes environmental conditions, security, nature of the exhibit, and the other applicable factors affecting the loaned object(s).
2. Ascertain that the materials to be borrowed are in stable condition to withstand the hardships of loan.
3. Retain all pertinent documentation of the loan (see COLLECTIONS DOCUMENTATION POLICY, PD 6130).

**II. POSSIBLE BORROWERS**

- A. A qualified museum that meets the requirements established in the Outgoing Loan Form;
- B. An academic department at an accredited college or university engaged in research;
- C. A federal, state, county, or municipal agency;

**III. PROFESSIONAL ETHICS AND STANDARDS OF PRACTICE**

The park will adhere to the following Codes of Ethics:

1. Code of Ethics, Department of Parks and Tourism Employee Handbook.
2. Museum Ethics for Museums, American Association of Museums, 1994.

Replaces PD 6160 dated January 17, 1995

Related PDs: 6130 Collections Documentation Policy  
FORM 050 MUS 895 Outgoing Loan Agreement

APPROVED BY:   
GREG BUTTS, DIRECTOR  
Arkansas State Parks

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## OUTGOING LOAN AGREEMENT

OUTGOING LOAN NUMBER: \_\_\_\_\_

BORROWER'S LOAN NUMBER: \_\_\_\_\_

\_\_\_\_\_ agrees to lend the following specimens to:

(Park / Museum)

Borrowing Institution: \_\_\_\_\_

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

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Evaluation for insurance purposes \$ \_\_\_\_\_ Insured by: \_\_\_\_\_

Insurance policy number: \_\_\_\_\_ Permits required: Yes \_\_\_\_\_ No \_\_\_\_\_

Reason permit required (attach permit): \_\_\_\_\_

Reason for loan: Exhibition \_\_\_\_\_ Research \_\_\_\_\_ Instruction \_\_\_\_\_ Other \_\_\_\_\_

Explain: \_\_\_\_\_

The above institution will borrow the items listed below for the purpose described above for the period \_\_\_\_\_ to \_\_\_\_\_, not to exceed one year.

Registration #	Description of Object	Condition	Insured Value

The undersigned members of the borrowing institution accept the conditions written on the back of this form:

CHIEF ADMINISTRATIVE OFFICER of borrowing institution:

Print Name	Title	Signature	Date

STAFF MEMBER directly responsible for using the loaned specimens:

Print Name	Title	Signature	Date

This loan agreement approved by:

Museum Curator: \_\_\_\_\_ Date: \_\_\_\_\_  
(Where applicable)

Park Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

## OUTGOING LOAN CONDITIONS

1. It is understood that specimens covered by this receipt shall remain in the condition they are received. They shall not be cleaned, repaired, retouched, or altered in any way whatsoever except with written permission of \_\_\_\_\_  
(Park )
2. Damages, whether in transit or on the borrower's premises and regardless of whom may be responsible, shall be immediately reported to \_\_\_\_\_  
(Park Superintendent)
3. The borrower may photograph the specimens for educational, research, catalogue, or record purposes. The borrower shall not reproduce in any media such specimens for sale, except in the content of an exhibition catalogue, without prior written permission from the museum director.
4. The borrower shall take reasonable care to protect the specimens from degradation due to exposure to harmful organisms, temperature, radiation, relative humidity, etc. The borrower shall take security precautions to insure that the specimens are protected from fire, theft, vandalism, and improper handling.
5. The borrower (except when exempted in writing) shall insure the specimens at the value stated by \_\_\_\_\_, and this insurance is to be in effect from the time the specimens leave the premises of \_\_\_\_\_  
Until they are returned. The borrower shall secure an all risk policy subject to the standard exclusions.
6. The cost of insurance, special communications, security provisions, special packing, special mountings for exhibition, and/or any other incidental costs created in the loan shall be paid by the borrower.
7. When returning borrowed specimens, the borrower shall pack the objects in exactly the same manner as received and with the same packing materials and containers as when received. Any changes must be authorized in advance by \_\_\_\_\_  
Borrowers shall be billed for the cost of packing materials if the specimens are returned in other than the original packing materials and containers.
8. The specimens shall be transported back to \_\_\_\_\_  
(park / museum) in the same manner as received and all costs for transportation connected with the loan shall be paid by the borrower except in the case where other arrangements are made. Any change in the mode of transportation must be cleared by \_\_\_\_\_ before release to the carrier.
9. All specimens shall be loaned for a specific period of time, the duration of which shall be specified by park / museum after consultation with the borrower. If park / museum requests that the loaned specimens be returned before the expiration of the loan, park / museum shall give sixty (60) days written notice to the borrower and the requested specimens shall be returned.
10. Loaned specimens shall be properly identified, catalogued, and credited to the satisfaction of \_\_\_\_\_ while on exhibition, reproduced in publications, or used for publicity.