ARCHAEOLOGY COLLECTIONS
LOAN POLICIES, TERMS, AND PROCEDURES

LOAN POLICY
Loans of objects are temporary physical transfer of collection objects to or from the New York State Museum without the transfer of ownership.

Outgoing Loans
Loan requests are subject to review by the Archaeology Collections Committee. In granting or denying a loan, committee members will consider the following:

- the condition of the object
- the length of time for which the loan is requested
- environmental conditions to which the object would be subjected (e.g., light levels, fluctuations in temperature and relative humidity)
- security arrangements
- prior commitments of the piece (such as to another exhibit)
- the uniqueness or special significance of the object
- the status with respect to NAGPRA.
- For exhibition loans, artifact display conditions (within case or not, mounting techniques, etc.) also will be considered.

Loans agreements are valid for a maximum of one year, with renewal requests subject to review.

Loans are made to institutions, not individuals.

Loans are made for non-commercial purposes such as research, exhibition and education.

All loans are contingent upon provision of a secure venue with appropriately controlled environmental conditions. For exhibition loans, a standard facilities report is required. (We can provide a standard American Association of Museums format for this.)

Insurance coverage for the full value stated on the Loan Agreement form will be provided by the borrowing institution, from the time the object leaves the NYSM until its return. Insured values in excess of $1,000 require a certificate of insurance unless otherwise stated.

Transportation costs ordinarily will be covered by the borrowing institution. If specialized packing is required, by a conservator or art handling firm, costs will be

covered by the borrower. Couriered transport is preferable. Second choice is a reputable art transport company. In some cases, overnight delivery (e.g., UPS) or some other form of controlled, tracked delivery service may be utilized. (Domestic loans can be picked up personally at the New York State Museum.)

For exhibition loans, adequate recognition shall be given the New York State Museum, Albany, on all labels and in all news releases and publications.

For exhibition loans, if conservation treatment is required, costs will be covered by the borrower.

No conservation treatment or any other physical alteration to the object (including affixing of temporary control numbers for research purposes) may be carried out without written permission of the appropriate Curator of Archaeology.

NYSM Object Handling Guidelines must be followed.

Specimens on loan must be housed securely and according to professional standards.

All loans are subject to final review by the Director, upon recommendation by the Curator, Collections Manager, and Registrar.

Incoming Loans

Incoming loans of objects for exhibition, research, identification or educational purposes are arranged and approved by the appropriate Archaeology Curator for up to one year, after which a request can be made for an extension.

Incoming loans must be accompanied by a written agreement between the lender and the NYSM staff member requesting the loan. The lending institution must notify NYSM in writing, of all terms and conditions governing a loan.

The NYSM will exercise the same care with respect to loaned material as it does in the stewardship of its own collections. When appropriate, and with the lender's permission, incoming loan materials will be treated for pest infestation upon arrival at the NYSM.

The Museum will not borrow specimens that are known to have been collected or imported in violation of state, federal or international restrictions, or which may otherwise place the Museum in a compromising legal or ethical position. If such information becomes known after the loan has been received, the problem should be referred to the NYSM Collections Committee and Senior Managers for resolution.

Specimens which are damaged or lost while in custody of the NYSM must be immediately documented in writing and the lending institution notified. Questions about insurance or other costs relating to damage or losses must be referred to the Curator or Collections Manager.

Shipping and insurance arrangements on incoming loans must be agreed to in advance by both parties in writing.

Materials on loan to the NYSM may not be transferred or loaned from the Museum to a third party without explicit written permission from the lending institution.

TERMS AND PROCEDURES:

1. To institute a loan request, send a written request to one of the Archaeology Curators or Collections Managers. (Requests should include the following information: the purpose of the loan; a description of the material requested in as much detail as possible; duration of loan; and where, and under whose responsibility, the specimens will be housed while on loan.) Please allow at least 1 month for approval and preparation of the loan.

2. Include enough information about the venue (security, environmental conditions) to allow an informed consideration of the physical conditions at the borrowing institution. For exhibition loans, we request a standard Facilities Report (we can provide a standard AAM format for this.)

3. The request will be reviewed by the Archaeology Collections Committee, which might request additional information before making a decision. The Committee's decision, and any conditions, will be conveyed in writing.

4. Before the object is shipped, a copy of the certificate of insurance certificate must be provided for objects valued at more than $1,000.

5. A Loan Agreement form will be completed by the Archaeology Collections Database Manager. Two copies will be signed by the curator of the relevant collection and the official representative of the borrowing institution. One original will be retained by each. A copy will be filed in the Archaeology Collections Loan Files.

6. A Condition Report, completed by NYSM staff, will accompany the loaned object. The duplicate copies should be signed and by the representative of the borrowing institution, with annotations if required; one original should be retained and the other returned to the NYSM.

7. Written requests for loan renewals should be sent to the Archaeology (Registrar) or Collections Manager at least one month before the end of the loan period. The Museum's Loan Extension Request Form may be used for this purpose.

8. If a renewal is approved, a Loan Renewal Form will be completed and signed in the same way as the Loan Agreement form (see above, #7).