

4.1 Loans

MIT Museum makes loans of objects from its collections to qualified borrowers, and may request loans from other organizations or individuals, for exhibition purposes. Documentation of loans is maintained in the object's Loan File. The Collections Manager will provide a report on all loans to and from the Museum at the close of the fiscal year.

4.2 Outgoing Loans

Requests for loans from the Museum's collections will be evaluated according to the following criteria:

The object is not judged to be too fragile to withstand the associated handling, shipping and changes in climate.

Conditions during the loan period will not endanger the object.

The object is not needed during the requested loan period by MIT Museum staff.

Loans from the collections are made at the discretion of the appropriate curator, with final approval from the Director. Loans are not made for personal use or for commercial purposes. The Museum will not consider requests for loans of original documentary photographs unless the borrower can show a need to exhibit the original object.

The Museum does not make indefinite or permanent loans. The duration of a loan must be specified on the Loan Agreement and cannot exceed three years. Requests for loan extensions are evaluated by the appropriate curator and approved by the Director. If granted, loan extensions must also be for a specified period of time, not exceeding three years.

Requests for outgoing loans must be made in writing to the appropriate curator and the borrower must include a current facilities report with the request. Non-museum educational organizations must certify to MIT Museum that they are able to provide professional, museum-quality care for loaned objects before an outgoing loan will be approved.

All outgoing loans are subject to the conditions set forth on the reverse of the Outgoing Loan Agreement, which must be signed by the borrower prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Museum staff in advance and documented on the Loan Agreement.

The Museum charges a loan fee of \$50 per item for all outgoing loans. In addition, the borrower is responsible for any appraisal, conservation, packing, shipping, handling, and insurance costs associated with the loan. Unframed works on paper will be matted and framed by Museum staff at the borrower's expense. Mats and frames remain the property of MIT Museum.

If an outgoing loan is insured by the borrower, a certificate of insurance must be issued to MIT Museum prior to shipment of the object. If the borrower requests that MIT Museum maintain its own **insurance** on the object for the duration of the loan, it will be done at the borrower's expense.

Appraisal values for insurance purposes will be based on the fair market value of the object as determined by the Museum's curatorial staff. If Museum staff cannot provide an accurate valuation or if the period of the loan is greater than one year, a professional outside appraisal may be required at the borrower's expense.

4.3 Campus Loans

At this time, loans are not made to members of the MIT community for decorative purposes. However, certain objects from the Museum's collections are currently and have been for many years on display in offices on the MIT campus. These objects are considered to be on special loan and may be removed at any time at the discretion of the Director. They may not be moved or re-loaned without permission from the Museum, and it is the responsibility of the borrowing office to immediately report any damage to or change in the condition of the object to the Museum.

Except as outlined below, the Museum does not make loans of collections materials to individuals or Institute offices for research purposes or for use in publications. Individuals wishing to access biographical or subject files must come to the Museum to conduct research. Patrons in need of photographic materials may have reproductions made at their expense. Special loan requests will not normally be considered; however, any such exceptions must be approved by the Director.

In recognition of time constraints governing the operation of MIT's News Office, approved staff may borrow files and photographs when these materials are needed to write a news story and it is not possible for research to be done at the Museum or for reproductions to be ordered. All Museum photographs published in Tech Talk must be accompanied by the credit line, "Courtesy of the MIT Museum." While in the custody of the News Office, materials from the Museum's collections may not be available to other offices or individuals. All materials borrowed from the Museum must be picked up and returned by hand.

4.4 Incoming Loans

Requests for loans to the Museum are made by the appropriate curator and are reviewed with consideration of the object's provenance, its condition, the clarity of rights and title, the presence of lender imposed restrictions, and the associated costs of the loan.

MIT Museum does not accept incoming loans offered for the purposes of commercial exploitation of the object or to increase the value of the object when sold, nor does it provide long- or short- term storage services. The Museum adheres to the archaeological standards of the Council of American Maritime Museums (article VI, section 3) and will not knowingly exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.

All incoming loans are subject to the conditions set forth on the reverse of the Incoming Loan Agreement, which must be signed by the lender prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Museum staff in advance and documented on the Loan Agreement.

Loans are made to the Museum for the period of time listed on the Incoming Loan Agreement and may not be withdrawn without adequate prior notification. All costs involved with incoming loans must be discussed in advance with Museum staff and require approval from the Director. These can include loan or rental fees, framing costs, insurance fees, and two-way shipping charges.

If requested, MIT Museum will provide the borrower with a certificate of insurance as evidence that MIT has **insurance** coverage in place for the object on loan. Loans will be insured based on their fair market value as provided by the lender. It is the responsibility of the lender to inform the Museum if the stated value of the object changes during the period of the loan. The Museum will also, when requested, provide the lender with a current Facilities Report.

It is the responsibility of the lender to inform the Museum in writing if their address or ownership status changes during the loan period. The Museum will return the object to the lender listed in the Incoming Loan Agreement and will only deliver the object to another party with written authorization from the lender.

4.5 Temporary Custody

Objects may be placed in the temporary custody of the Museum, the period of which may not exceed 90 days, for the purposes of research, identification, consideration for acquisition into the collections, or evaluation for loan. Placement of an object in the temporary custody of the Museum does not constitute a transfer of legal title to the Museum.

All temporary deposits are subject to the conditions set forth on the reverse of the Temporary Custody Receipt, which must be signed by the owner or owner's representative before the object is delivered to the Museum. Objects on temporary deposit will be stored properly and monitored; however, the Museum will not insure objects placed in its temporary custody, nor will it re-house, catalog, or make them available to researchers.