



LOUISIANA STATE UNIVERSITY

LSU Libraries

Office of the Dean of Libraries

Library Policy Memorandum 6

Revision 2

Approved by Dean's Council, March 9, 1993

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Approved by Dean's Council, August 1,

2007

Subject: LSU Libraries Loaning Materials for Exhibition

Purpose: To establish policy and procedures for loaning materials off campus for exhibition

GENERAL POLICY:

The LSU Libraries will consider requests for educational institutions and museums to borrow materials for purposes of exhibition and instruction. It will approve and support such requests when they are consonant with the Libraries' mission and its responsibility for the preservation of its collections.

Prospective borrowers should note the following requirements:

Requests. Requests to borrow objects for exhibition must be made in writing, well in advance of the requested loan period; a minimum of six months is recommended. Requests should be directed to the Head of Special Collections, LSU Libraries, Louisiana State University, Baton Rouge, LA 70803-3300. The Head of Special Collections will consult with the appropriate Curator(s), the Head of Special Collections Public Services, and the Associate Dean of Libraries, as appropriate, before agreeing to or denying a loan request. In the case of major loans, approval shall rest with the Dean of Libraries.

Selection. The borrowing institution is responsible for selecting and properly identifying items it wishes to borrow.

Fees. The LSU Libraries charges a fee to the borrowing institution in order to recover costs directly associated with a loan. The fee varies with the number and kind of objects involved in the loan. Normally, the minimum fee for any approved loan will be \$150. The fee is payable for any approved loan, even if the loan is subsequently canceled by either the borrower or the LSU Libraries. Institutions may petition for the loan fee to be waived. Waivers will be granted at the discretion of the Dean of Libraries.



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Insurance. LSU Libraries requires the borrower to insure any objects loaned for exhibition against loss or damage, both while in transit and while in the care of the borrower. The Libraries may require a certificate of insurance from the borrower before any materials leave the Libraries.

Security and Conservation. The borrowing institution must supply a facility report documenting that the borrowing institution has made adequate provisions for the physical security and preservation of any objects loaned by the LSU Libraries.

Term of Loan. All loans will be made for specific periods. The LSU Libraries reserves the right to recall borrowed materials at any time, although every effort will be made to provide the borrower with reasonable notice before such action is taken.

Preparation/Alteration. The borrower may not undertake any conservation work, repairs, framing, photographic reproduction, or any other manner of preparation for exhibition, without the express written consent of the LSU Libraries. Any such work approved by the LSU Libraries will be done at borrower's expense.

Installation. The LSU Libraries reserve the right to require the presence of its representative to install and/or dismantle an exhibition. All costs generated by any of these activities will be borne by the borrower.

Reproduction and Publication. The LSU Libraries may require that a reproduction be made of items loaned, at the expense of the borrower, before materials are removed from the library. The borrower may not reproduce borrowed materials in any way without the prior written permission of the Head of Special Collections. The borrower must include a credit line (furnished by the Libraries) with all displayed materials and with all publications reproducing them. Permission to borrow a work does not constitute permission to publish a reproduction of the work in any form; this permission must be requested and granted separately. The borrower must provide to the LSU Libraries without charge two copies of any publication in which LSU materials are listed or reproduced.

Documentation. A loan agreement specifying the purpose of the loan, items loaned, the term of the loan, the insurance valuation, and any special conditions for the loan, must be executed before the materials leave the Libraries. See Appendix B for the LSU Libraries' Loan Agreement form.

Timetable. When a loan request is approved, the LSU Libraries may establish a schedule for the borrower to complete certain required actions. These actions include, but are not limited to providing a facility report; providing a certificate of insurance; providing selection information necessary for preparation and conservation of materials; and making transport arrangements. If a



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schedule is established, failure to adhere to it will result in the cancellation of the loan agreement, with no financial liability accruing to the LSU Libraries.

Specific procedures are outlined in Appendix A

Appendix A: PROCEDURES FOR LOANS

Requests. Requests to borrow objects for exhibition must be made in writing. This should be in the form of a letter addressed to the Head of Special Collections. The letter should include the following details:

- a full description of the objects requested, including when possible a catalog or inventory number, and the source of the information identifying the LSU Libraries as the owner of the objects.
- the title of the exhibition, the name and credentials of its curator, a brief description of its purpose and scope, and information concerning any plans for publications associated with the exhibition.
- the inclusive dates of the exhibition and the inclusive dates of the proposed loan; for traveling exhibitions, a complete list of dates and venues.
- a statement that the requestor has read LPM6 and agrees to conform to it.

Facilities Report. The requestor be prepared to supply a facilities report on request. For traveling exhibitions, a separate report will be required for each institution. Borrowers are encouraged to use the American Association of Museum's Standard Facility Report. If the borrower chooses to submit a different report, it should cover the following categories of information:

- **The Institution.** Provide the full name of the institution, address, telephone and fax numbers, together with a brief description of the institution, including the size of the staff and the names of the staff members in charge of the exhibition.
- **The Facility.** Provide the date and type of construction and the size of the exhibition space and its location in the building. Describe in detail the fire alarm system (including type and location of detectors, monitoring, etc.), and the fire extinguishing/suppression system.



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- **Security.** Describe how items on exhibition will be properly safeguarded against theft or damage. Describe the exhibition cases and locks and the method by which framed items are mounted on the wall. Describe the intrusion alarm system in the exhibition area (types of detectors, how they are activated, who is alerted by the alarm, and what the response time is). Give the number of security staff employed (if any) and the number on duty at any time. Indicate the days and hours that the exhibition will be regularly open. Indicate whether or not activities other than exhibitions are to be held in the exhibition area.
- **Environment.** Indicate the range of temperature and relative humidity in the exhibition areas and the areas for packing and storage. (The conditions required by the LSU Libraries will vary with the type of material loaned, but the borrowing institution may be required to certify that its facilities can maintain temperature at 68°F ±3E, and RH at 50% ± 3%; daily fluctuations may not exceed 3EF or 2% RH.) Document the average temperature and relative humidity over a seventy-two hour period, and the high and low recorded temperature and relative humidity during the twenty-four hour period with the widest variance, preferably in the form of dated hygrothermograph records. Explain how the readings for temperature and relative humidity were measured, giving evidence of specific measurements. Describe the lighting in the exhibition area, giving the exact light levels in lux or footcandles and indicating how these readings were taken. Explain how exhibited items will be protected from ultraviolet radiation from natural or artificial sources in the exhibition and work areas. (Again, conditions required by the LSU Libraries will vary with the type of material loaned, but the following requirements represent normal standards for exposure of objects to light: no ultraviolet light, no high-pressure mercury-vapor or sodium lamps permitted; no more than 200 lux (20 footcandles) of illumination for oil paintings; no more than 100 lux (10 footcandles) for most books, manuscripts, prints, broadsides, and photographs; and no more than 50 lux (5) footcandles for most textiles, drawings, watercolors, and miniatures.)
- **Handling the loaned objects.** Indicate who will unpack, install, and pack the borrowed object(s) and, in brief, what this person's qualifications are. Describe facilities and procedures for the safe storage of borrowed objects, before and after the exhibition. Indicate the presence of any professional conservation staff and in-house facilities for matting and framing and for constructing proper cradles and mounts.
- **Insurance.** Describe the institution's fine arts insurance coverage and give the name of the insurer. Provide a copy of the policy if available. The borrower will be expected to insure the object at the value specified by the lender on all-risk, comprehensive coverage. The borrower's insurance policy must specify that the insured sum represents the true replacement value and that in case of damage, depreciation, or loss there will be no



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recourse to packers and carriers. The insurer will also be required to issue a certificate of insurance before the objects will be released to the borrower.

- References. Give a list of other institutions who have lent items to the prospective borrower for recent exhibitions.

Loan Agreement Form. The prospective borrower should provide, along with the request letter, a Loan Agreement form listing each item requested. If the borrowing institution does not have its own loan agreement form (see Appendix B). If the borrower uses its own form, it must make certain that all points addressed in the LSU Libraries Loan Agreement form are covered in its own form, and that there are no conflicting provision.

Transportation. For approved loans, the LSU Libraries will specify how the objects are to be transported and may ask the borrower to make appropriate transportation arrangements. The LSU Libraries reserves the right to insist that objects be accompanied by a Libraries staff member at all times during transport, unpacking, installation, and repacking, at the borrower's expense. The borrower should take special care to preserve original packing materials and to repack borrowed items exactly as they received them.

Foreign loans. The assistance of a reputable customs broker will be required on all foreign loans. Arrangements for a customs broker must be made by the borrower well in advance of the loan arrival date. Customs formalities and the provision of export licenses are the responsibility of the borrower; objects should not be unpacked in transit for customs inspection, but passed through in bond to the exhibition site. The borrower is further responsible for meeting the courier upon arrival, having a customs broker on hand, and escorting the courier to the exhibition site.

Condition. When the objects are received, the borrower should inspect them without delay and record their condition. A receipt report, documenting the condition of the objects, must be made immediately in writing to the LSU Libraries. Unless specific advance permission has been obtained in writing from the LSU Libraries, the borrower must not alter, clean, or repair the item in any way.

Acknowledgments and permissions. The borrower must give full credit to the LSU Libraries in all publicity concerning the exhibition, including labels, catalogues, press releases, and announcements. The LSU Libraries will supply specific wording of credit lines. The borrower must obtain specific written permission in advance from the LSU Libraries before the objects are photographed or reproduced in anyway. If photography by the borrower is permitted, the LSU Libraries reserves the right to set specific conditions for the handling of materials and may



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charge a reproduction fee. At least two copies of any exhibition catalogue must be provided to the LSU Libraries without charge.

Expenses. The borrower must be prepared to assume all costs of the loan. These may include transportation costs, insurance, photography, conservation, and loan fee.

APPENDIX B. LOAN AGREEMENT FORM

**Hill Memorial Library
LSU Libraries - Special Collections
Louisiana State University
Baton Rouge, LA 70803
225/578-6551 phone
225/578-9425 fax**

Date: _____

LOAN AGREEMENT

To:

—
(Borrower's Name)

Address:

Contact Name:

—

—
Telephone:

Fax: _____

From:

Telephone: _____

Fax: _____

—
(Curatorial unit)



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The following loan agreement is between LSU Libraries (hereafter referred to as Library) and _____ (hereafter referred to as Borrower). Renewals or changes to the agreement require a new agreement to be filled out and signed by both parties.

In accordance with the conditions printed on the attached page, the objects listed below are lent for the following purpose(s) only [give name of exhibition, when appropriate]:

For the period* _____ to _____

(* approximate time objects leave Library until their return receipt)

Locations of object(s) while on loan (attach itinerary, if applicable)

Accession or Index Number	Description of Objects (Include size, material, catalog numbers, etc.)	Insurance Value
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(Attach continuation sheet if necessary)

(Continued on reverse)

Library _____

Borrower _____



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Insurance: (Please see conditions on attached page)

to be carried by Library and premium billed to borrower

to be carried by borrower

insurance waived

Packing and shipping:

Object(s) packed by

Object(s) shipped to

from Library _____ or other

Outgoing shipment via

Return via (Contact _____ [ex. curator, exhibition coordinator] prior to return)

Costs: (Please see conditions of attached page)

Borrower will pay all costs, unless otherwise noted here:

Credit line (for exhibition label and catalog):



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Send Publication Information to:

Hill Memorial Library
Attn: _____
Louisiana State University
Baton Rouge, LA 70803

Special requirements for handling, installation, storage, display, etc. (attach continuation sheet if necessary):

(See conditions on attached page)

Library _____

Borrower _____

The borrower agrees to the following conditions of the loan:

Object care and protection: Objects borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower agrees to meet the special requirements for installation and handling as noted on the face of this agreement form. Furthermore, the Library may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan at the expense of the Borrower. Upon receipt and prior to return of the objects, the Borrower must make a written record of condition. The Library is to be notified immediately, followed by a full written report, including photographs, if damage or loss is discovered. No object may be altered, cleaned, or repaired without the written permission of the Library. Objects must be maintained in a building equipped to protect objects from fire, smoke, or flood damage; under 24 hour physical and/or electronic security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Objects must be handled only by experienced personnel and be



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secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.

Insurance: Objects shall be insured during the period of this loan for the value stated on the face of this agreement under an all-risk, wall-to-wall policy subject to the following standard exclusions; wear and tear, gradual deterioration, insects, vermin or inherent vice, repairing, restoration or retouching process; hostile or warlike action, insurrection, rebellion, nuclear reaction, nuclear radiation, or radioactive contamination.

If the insurance is to be carried by the Library, with premium billed to Borrower this agreement will act as proof of, or as certificate of "all-risk", wall-to-wall insurance coverage subject to the above-listed standard exclusions.

If the Borrower carries insurance, then the Borrower hereby warrants that the required coverage as describe above will be secured and maintained and that the Library will be named as additional insured. The Library may request documentary evidence of coverage such as a copy of the policy or a certificate of insurance. If the Borrower fails to secure and maintain said insurance, the Borrower will, nevertheless, be required to respond financially in case of loss or damage as if said insurance were in effect.

Any inaction by the Library regarding evidence of coverage shall not be deemed a waiver.

Insurance value may be reviewed periodically and the Library reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.

If insurance is waived, the Borrower agrees to indemnify the Library for any and all loss or damage to the objects occurring during the course of the loan, as if it were insured as stated above.

Packing and transportation: Packing and transportation shall be by safe methods approved in advanced by the Library. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar materials and boxes, and by the same methods as the objects were received. The Library will be notified prior to the shipping or the return of the materials. Any additional instructions will be followed.



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Government regulations will be adhered to in international shipments. As a rule, the Borrower is responsible for adhering to its country's import/export requirements and the Lender is responsible for adhering to its country's import/export requirements.

Reproduction and credit: Each object shall be labeled and credited to the Library, unless different arrangements are agreed upon by the Library prior to installation. Agreement to loan the object(s) does not constitute permission to publish reproductions or photographs of the object(s), or any textual content. Such permission must be requested separately in writing and approved in advance. The object(s) may not be photographed, filmed or televised without advance approval. The Borrower agrees to furnish the Library, free of charge, two copies of any catalogs, lists, or other publications relating to the exhibition in which the object(s) appear or are cited or discussed.

(Continued on reverse)

Library _____

Borrower _____

Costs: Unless otherwise noted, all packing, transportation, customs, insurance, and other loan-related costs shall be borne by the Borrower.

Return/extension/cancellation: Objects lent must be returned to the Library in satisfactory condition by the stated termination date. Any extension of the loan period must be approved in writing by the Library director or their designate and covered by parallel extension of the insurance coverage. The Library reserves the right to recall the object from loan on short notice, if necessary. Furthermore, the Library reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

Interpretation: In the event of any conflict between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling. This agreement shall be construed in accordance with the laws of East Baton Rouge Parish and the State of Louisiana.

I have read and agree to the above conditions and certify that I am authorized to agree thereto.

Signed:

Date:



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(Borrower or Authorized Agent)

Title:

Approved for Library:

Signed:

Date:

Title:

(please sign and return both copies)

Library _____

Borrower _____

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Baton Rouge, LA 70803

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