

POLICY

Unique records in the custody of Northern State University Archives & Special Collections may be loaned for the purpose of exhibit to educational and cultural institutions in instances of demonstrated need.

Records are loaned **only** with the permission of the Archivist, who may deny or restrict loan of records for exhibit, or require use of copies in lieu of original records, when the physical condition of such records might be endangered by use. The Archivist may deny loan for exhibit if the prospective borrowing institution does not demonstrate the ability to meet requirements for safe transport, exhibit, and custody of records. Loaned items may not be exhibited for more than three months.

Staff will examine and photodocument all records to be loaned prior to their release and following their return. The Archivist reserves the right to inspect the exhibit site prior to and/or during the exhibit and to recall the borrowed items at any time. Any damage sustained during the loan period must be reported immediately to the Archivist. The borrower is **not** authorized to rehouse any loaned item or conduct conservation treatment on it without the **written** permission of the Archivist. The borrower is required to obtain the approval of the Archivist prior to using photographs of Archives documents for publicity purposes and to provide the Archivist with copies of all publicity relating to the exhibit. The borrower may be required to provide the Archivist with photographs of the loaned item on display at the exhibit site.

PROCEDURES

The initial loan request must be made at least one month prior to the anticipated need for the records.

1. Applicant Experience and Facilities

Records are loaned only to education or cultural institutions equipped with facilities for and experience in exhibits such as archives, museums, historic sites, and libraries.

2. Security and Fire Protection

The borrowing institution must demonstrate the ability to adequately protect the loaned items from theft, vandalism, fire, and other disasters while they are in its custody. The number of security personnel and their equipment and training must be appropriate to the facility and potential risk. An appropriate back-up system to security personnel, such as television monitoring and alarms, should be functioning at all times. The exhibitor may be required to provide a detailed security plan as part of the loan application.

The borrowing institution must provide adequate fire protection using accepted fire detection and suppression/extinction systems. The borrowing institution must have written disaster preparedness and recovery plans.

3. Insurance

Insurance should be provided by the exhibitor in an amount that the Archivist and the insurance carrier agree is a fair market value, consistent with historic and financial value and sufficient to encourage vigilance.

4. Environment

The environment in the building or exhibit area in which the loaned item is housed should be maintained with the temperature at 60 to 70 degrees F, not fluctuating more than three degrees daily (per 24 hours), and the relative humidity between 25 and 50 percent, not fluctuating more than 3 percent daily.

Light levels in the exhibit area in which the loaned item is housed should not exceed 15 footcandles. Levels of ultraviolet light in the exhibit area should not exceed 75 uw/lumen. Loaned items should not be exhibited in an area that receives direct sunlight. Ultraviolet light filtration devices should be placed at an effective position between the item and any light source that contains ultraviolet light.

Loaned items should not be exposed to atmospheric contaminants or exhibit materials containing a substance that may be harmful.

5. Transportation, Storage, and Handling

The loaned items will be packaged by the Archive's staff in a container(s) that provides adequate physical support and protection. They should be returned in the same packaging.

A transportation plan must be submitted to the appropriate local authority before final approval can be granted. A detailed itinerary is required prior to the release of material.

The environmental conditions specified in No. 4 should be maintained during transport and storage as well as during exhibition.

Loaned items may be handled as necessary by authorized staff only. Authorized staff should be experienced, responsible individuals, whose work is supervised by the Exhibit Supervisor or his/her agent.

6. Exhibit Credits

The exhibited item(s) must be captioned to indicate the correct title of the records and that they are on loan from Northern State University Archives & Special Collections.

The borrower agrees to the terms of the policy and procedure for loan of records.

Borrower: _____

Date: _____