

DEPARTMENT OF THE INTERIOR  
**DEPARTMENTAL MANUAL**

Museum Property Handbook  
(411 DM, Volume II)

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Chapter 5 Loans

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**A. THE LOAN TRANSACTION - INTRODUCTION**

The bureau may enter into two types of loans, incoming and outgoing. Incoming and outgoing loan transactions must be recorded in a bound archival book or system of tracking. Each loan is given a unique incoming or outgoing loan number. A loan agreement signed by both authorized parties is mandatory for each loan transaction. The unit's designated authority and the responsible official of the borrowing or lending party are required to sign all loan agreements. Loan documents are filed in acid-free loan folders.

The optional Museum Property Committee reviews and recommends all potential loans to the bureau's designated authority who approves all loans. Departmental standards for incoming and outgoing loans are outlined in 411 DM 2.3G.

1. Loan book or loan tracking system: The loan book or loan tracking system contains selected mandatory data that facilitate tracking of incoming and outgoing loan transactions.
2. Loan agreement: A written contract, cooperative agreement, memorandum of agreement, or similar instrument, will establish rights and responsibilities of each party to the loan. The agreement includes conditions of physical care, shipping and handling, insurance coverage, initiation and termination dates, a detailed list of museum property within the transaction, the purpose for the loan, and both parties' addresses and contact names. The loan agreement contains additional mandatory data.
3. Loan folder: Each incoming and outgoing loan folder holds all documents associated with the incoming or the outgoing loan transaction.
4. Object and/or specimen condition report (optional). An object and/or condition report for each object and/or specimen may be completed by the borrowing unit on receipt and before the return of museum property on loan, and by the lending unit before packing and on return of object and/or specimens.

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**B. INCOMING LOANS**

Incoming loans are temporary assignments of museum property that is in the custody of the unit on either a short-term or long-term basis. Such loans are to further the bureau's goals of research, preservation, interpretation, or other public service. Incoming loans cover objects and/or specimens for which a unit has responsibility and custody, but not ownership.

Whenever the bureau unit records an incoming loan, either short-term or long-term, an entry is made in the incoming loan book or loan tracking system. Each incoming loan is assigned a unique number. An incoming loan agreement (see Figures 5.1 and 5.2) is generated and must be signed by both authorized parties. Conditions of shipping, handling, and insurance must be addressed in the loan agreement, and an itemized list of museum property must be included. An incoming loan folder (see Figure 5.3) is generated and filed. Loan folders containing all pertinent documents (e.g., incoming loan agreement, certificate of insurance, and/or correspondence) are housed in an insulated locking cabinet.

**C. MANDATORY DATA FOR TRACKING INCOMING LOANS**

1. List of Mandatory Data for Incoming Loan Agreements

- a. The following data categories are mandatory for loan agreements or similar instruments. Optional data may be found in Appendix O.

- ! Incoming loan number
- ! Incoming loan type  
Short-term incoming loan, or  
Long-term incoming loan
- ! Purpose of Loan

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Exhibit  
Study  
Conservation  
Exhibit Preparation  
Curation

Storage  
Other

- ! Lender
  - Lender name (individual), or
  - Lender name (institution)
  - Lender address
    - Box or street
    - City
    - State
    - Zip
    - Country if other than the United States
  - Telephone number
  - Responsible official
  
- ! Receiving unit
  - Receiving unit name
  - Receiving unit address
    - Box or street
    - City
    - State
    - Zip
    - Telephone number
  - Responsible official
  
- ! Transactions dates
  - Date of incoming loan agreement
  - Termination date of incoming loan agreement
  - Initiation date of incoming loan
  - Return date of incoming loan
  
- ! Objects and/or specimens in loan
  - Catalog number(s) (lender's)
  - NOTE:** As an alternative to using the lender's catalog number, an incoming loan number may be assigned to each item.

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Item count  
Object or specimen name  
Description  
Condition  
Value

! Credit line for lender

! Insurance  
Waived  
To be carried by lender  
To be carried by receiving unit  
Certificate of insurance  
Waiver of subrogation

! Packing and shipping

! Incoming loan return status (partial or complete)

b. The following data categories are mandatory for each transaction in the incoming loan book or incoming loan tracking system.

! Incoming loan number  
! Incoming loan type  
! Lending unit name  
! Receiving unit name  
! Purpose of loan  
! Total number of objects and/or specimens in loan  
! Brief description of objects and/or specimens on loan  
! Initiation date of incoming loan  
! Termination date of incoming loan  
! Incoming loan return status (partial or complete)

2. Incoming Loan Data Definitions

**Credit Line for Lender**

Record the credit line exactly as it is to appear in exhibit graphics, publications, or other media identified in the loan agreement.

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**Date of Incoming Loan Agreement**

The date on which the agreement was signed.

**Incoming Loan Number**

The incoming loan number is the unique number given to the transaction for accountability and tracking purposes. The loan transaction may be numbered sequentially by year and incoming loan transaction [e.g., 1992.5. breaks down into: 1992 (year).5 (transaction number)]. The object and/or specimen may be tracked individually by the year, transaction number and number within the transaction (e.g., 1992.5.2). Bureaus or units may want to add a transaction type indicator such as IL for incoming loan before the number (e.g., IL 1992.5).

**Incoming Loan Return Status (Partial or Complete)**

A partial return of the incoming loan should be indicated with the date and the catalog number(s) of objects and/or specimens returned listed. If the entire loan is returned, indicate the complete return of all museum property to the unit.

**Incoming Loan Type**

The type indicates the agreed upon duration and purpose of the loan, either short-term incoming loan or long-term incoming loan transaction.

**Initiation Date of Incoming Loan**

Date on which the agreement went into effect.

**Insurance**

Indicate insurance coverage: to be waived, to be carried by lender with a certificate of insurance required either naming the borrowing bureau as an additional insured or attaching a waiver of subrogation, or to be carried by receiving unit.

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**Lender Address**

Include the box or street, city, state, zip, country if other than the United States, and telephone number for contact purposes.

**Lender Name**

Include the name of the individual, institution, or unit lending the museum property.

**Objects and/or Specimens in Loan**

Enter or attach a listing of objects and/or specimens in the loan, giving for each the lender's catalog number, item count [or other quantification (e.g., weight or linear feet)], object and/or specimen name, description, condition, and insurance value, if appropriate. **NOTE:** As an alternative to using the lender's catalog number, an incoming loan object or specimen number may be assigned. For example, the object or specimen may be tracked individually by the year, transaction number and number within the transaction (e.g., IL 1992.5.2).

**Packing and Shipping**

Provide information on the shipper and packer, including addresses and special packing and shipping arrangements.

**Purpose of Loan**

Indicate the purpose of the loan (i.e., exhibit, study, conservation, exhibit preparation, curation, storage, or other).

**Receiving Unit Address**

Include the box or street, city, state, zip, and telephone number for contact purposes.

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**Receiving Unit Name**

Enter the name of the individual, institution, or unit receiving museum property.

**Responsible Official (Borrowing Institution)**

Enter the name of the responsible individual or agent of the borrowing institution.

**Responsible Official (Lending Unit)**

Include the name of the responsible individual or agent of the lending institution.

**Return Date of Incoming Loan**

Enter the date the incoming loan was returned to the lender.

**Termination Date of Incoming Loan**

Enter the termination date of the incoming loan or enter "indefinite".

**D. PROCEDURES FOR SHORT-TERM AND LONG-TERM INCOMING LOANS**

The bureau may enter into two types of incoming loan agreements, short-term and long-term.

1. Short-Term Incoming Loan

A short-term incoming loan refers to a loan made by an individual, institution, or bureau unit to a bureau unit for the purposes of exhibition, research, conservation, or for exhibit or scientific preparation. Generally, objects and/or specimens left for consideration as potential donations are not treated as loans; instead, a temporary custody receipt or receipt for property (or equivalent) should be completed.

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All short-term loans should have a specific termination date. Short-term incoming loans are made for a period not to exceed three years, and may be renewed. All renewals should be done in writing.

a. Inventory

All short-term incoming loans are treated like controlled property and subject to 100% inventory, with the exception of incoming loans to archeology, conservation, and exhibit preparation centers. Incoming loans to repositories are treated like non-controlled property and are subject to annual random sample inventory procedures, unless otherwise considered controlled property (e.g., because of value or vulnerability) and, therefore, inventoried on a 100% basis annually. Procedures used to inventory incoming loans are outlined in Chapter 4. Short term loans initiated within the same year may be verified with a copy of the loan agreement or written notification.

b. Procedures For Short-Term Incoming Loans

- 1) The receiving (borrowing) unit records the short term incoming loan in the incoming loan book or loan tracking system. All mandatory data on the loan agreement must be completed, and the agreement must be signed by both authorized parties.
- 2) The responsible lending official signs the agreement after it has been signed by the responsible borrowing official.
- 3) Insurance companies are notified, if appropriate.
- 4) Shipping companies are notified, if appropriate.
- 5) On receipt of museum property, the borrowing unit unpacks and inspects the objects and/or specimens. If the lending unit has included object and/or specimen condition reports the



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- borrowing unit checks to see if any physical change has occurred. Any changes are noted, or "no change" is noted, and the forms are dated and signed by the observer. If the lender has not sent an object or specimen condition report one may be completed by the borrowing unit.
- 6) Incoming loan objects and/or specimens are tagged with bureau loan numbers. Museum property may not be permanently marked with bureau loan numbers without the written permission of the lender. Incoming loan documents carry both the bureau loan number as well as the lender's catalog numbers. Copies of the lender's records, associated catalog numbers, and other documents should be cross-referenced and placed in an incoming loan folder.
  - 7) Before the termination of the incoming loan, both parties should confirm return shipping dates and the borrower should arrange return shipping.
  - 8) On return of the incoming loan the condition of the objects and/or specimens is checked, and any changes noted on the lender's condition report. If the lender did not send condition reports with the incoming loan, the borrower should note any changes on the condition reports the borrower completed on the arrival of the museum property. 'No change' should also be noted; the condition report should be dated and signed by the observer.
  - 9) Objects and/or specimens should be packed in the same manner in which they arrived. If the museum property arrived poorly packed, the unit may want to repack according to procedures outlined in the Museum Property Handbook Volume I, Chapter 8, after consulting with the lender.
  - 10) The lender should be contacted to verify receipt of the museum property after return shipment.

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- 11) All documentation is retained by the borrowing unit because it documents the loan transaction.

2. Long-Term Incoming Loan

A long-term incoming loan generally applies to a loan made by a unit (lender) and received by another unit (borrower) for purposes of long-term curation and/or storage. In order to avoid excessive costs and liability to the bureaus, Departmental policy prohibits long-term loans from individuals without approval by the designated authority and recommendation by the optional Museum Property Collection Committee.

While incoming long-term loans are discouraged for purposes other than curation and storage, there may be occasions when it is deemed necessary to enter into a long-term loan agreement for other purposes. In those rare instances, long-term incoming loans may be renewed in writing at regular intervals. Written regional or area concurrence, as designated by the bureau, is needed to enter into all incoming long-term loans other than for the purposes of curation and storage.

Museum property sent from a unit to a bureau repository for long-term curation and storage is considered an outgoing loan by the originating unit and an incoming loan by the receiving (borrowing) repository. The unit manager of the originating (or lending) unit retains management authority for the objects and/or specimen's accountability and use, and must give written permission for loan of the object/specimen to another unit or institution, for destructive analysis, or for conservation treatment.

The bureau repository accepting long-term loans for curation and storage will assign an incoming loan number to the incoming loan for its own accountability purposes. If the lending unit has already cataloged the museum property before transmitting the loan to the repository, the repository is not required to recatalog the objects and/or specimens. The repository may track the object or

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specimen by its original unit catalog number. If the unit has not yet cataloged the museum property, catalog numbers are assigned by the repository, generally according to the lending unit's catalog system.

a. Inventory

Incoming long-term loans are inventoried according to procedures described in Chapter 4. Incoming long-term storage loans are treated as non-controlled property and are subject to random sample procedures unless individual objects or specimens meet the controlled property criteria and therefore are inventoried on a 100% basis. Copies of the appropriate inventory information is sent to the lending unit.

b. Procedures For Long-Term Incoming Loans

1) Unit staff consult with the lender and arranges, in writing, the terms of the loan. If the incoming loan is for the purpose of curation and/or storage at a repository, bureau regional, area, or headquarters concurrence may be necessary. The lending unit maintains copies of all the loan documents.

2) The receiving (borrowing) unit records the long-term incoming loan in the incoming loan book or incoming loan tracking system. All mandatory data on a loan agreement should be completed and the agreement must be signed by both authorized parties. The responsible lending official signs the agreement after it has been signed by the responsible borrowing official.

3) Museum property in a long-term incoming loan should be fully cataloged

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also  
regard  
prior  
to  
the  
loan  
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unless the purpose of the loan is for curation and cataloging.

- 4) The following documentation should be submitted with the long-term incoming loan of museum property:

! An inventory of the museum property, including all unit or bureau-wide catalog numbers, object or specimen name, condition, and, if appropriate, dollar value. Copies of accession and catalog data and files should be included.

! All available documentation, including original or archival copies of site survey cards, field records, notes, journals, aerial photographs and overlays, machine readable data (e.g., tapes and floppy disks), slides, negatives, photographic prints, maps, and laboratory analysis sheets. Keys to all coded and abbreviated proveniences, field specimen numbers, container lists, and other object or specimen catalog lists should be included.

! A list of known conservation problems of museum property, such as rust, mold, or weak repairs, and copies of object treatment reports for any prior conservation treatment should be included.

- 5) Unless otherwise agreed to in writing, the lending unit is responsible for the safe transportation of museum property to the

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- repository. Curatorial staff from the lending unit should process the incoming loan agreement, and any additional paperwork concerning incoming loans and their transportation, confirm packing and shipping arrangements with the lending unit, facilitate the safe movement and packing of loans, and prepare and update individual condition reports as necessary.
- 6) On arrival of the museum property, the borrowing unit unpacks and inspects the objects and/or specimens and inventories, lists, and any condition reports sent with the museum property. Discrepancies should be indicated and the lender contacted as soon as possible. If the lending unit has included condition reports, the borrowing unit checks and notes in writing if any physical change has occurred. If the lender has not provided the borrower with object and/or specimen condition reports, an optional condition report may be completed by the borrowing unit (see Figure 5.4).
  - 7) Incoming loan objects and/or specimens should be tagged with bureau loan numbers. Museum property may not be permanently marked with bureau loan numbers without the written permission of the lender. Incoming loan documents carry both the bureau loan number as well as the lender's catalog numbers unless the purpose of the loan is for curation and cataloging. Copies of the lender's records should be cross-referenced and placed in an incoming loan folder.
  - 8) Museum property should be packed and shipped by professional packers and shippers. A copy of the inventory should be sent under separate cover, with an individual box inventory and return address included in each box. Some unit museum property may be mailed through the postal system under certain circumstances (e.g., natural history specimens). Items mailed through the U.S. Postal Service should be sent by certified

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or registered mail with a return receipt requested. Refer to the Museum Property Handbook Volume I, Chapter 8, Handling, Packing, and Shipping.

- 9) When long-term loans are returned to the originating unit, a Receipt for Property (DI-105) or equivalent form, complete inventory, and printed catalog cards and associated documents accompany the returned museum property.

**NOTE:** If long-term incoming loans are terminated, short-term incoming loan procedures for returning museum property steps should be followed.

**E. OUTGOING LOANS**

Outgoing loans are temporary assignments of bureau museum property, which are in the custody of a bureau repository or non-bureau repository, either on a short-term or long-term basis, to further the bureau's goals of research, preservation, and curation. The unit's museum property shall be lent for official purposes only. Materials may not be used for commercial purposes or private pecuniary gain except where specifically authorized by the bureau. Outgoing loans shall not be made to individuals. Museum property sent out by a unit to another bureau unit, repository, non-bureau institution, or service-providing organization for purposes of exhibition, exhibit preparation, study, conservation, photography, curation, and storage, is considered an outgoing loan by the lending unit.

Outgoing loans are recorded in the outgoing loan book or loan tracking system. Each loan is given a unique outgoing loan transaction number and documented by an outgoing loan agreement (see Figures 5.5, 5.6, and 5.7), or a similar instrument, and tracked in an outgoing loan book or an outgoing loan tracking system. All documentation generated by the loan is housed in an outgoing loan folder (see Figure 5.8).

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**F. MANDATORY DATA FOR TRACKING OUTGOING LOANS**

1. List of Mandatory Data for Outgoing Loan

- a. The following mandatory information is recorded on the loan agreement or similar instrument. Optional data can be found in Appendix O.

- ! Outgoing loan number
- ! Outgoing loan type
  - Short-term outgoing loan, or
  - Long-term outgoing loan
- ! Purpose of loan
  - Exhibit
  - Study
  - Conservation
  - Exhibit preparation
  - Curation
  - Storage
  - Other
- ! Borrower
  - Borrower institution (department)
  - Borrower name (institution)
  - Borrower address
    - Box or street
    - City
    - State
    - Zip
    - Country if other than the United States
  - Telephone Number
  - Responsible official
- ! Lending unit
  - Lending unit name
  - Lender unit address
    - Box or street
    - City
    - State
    - Zip
    - Country if other than the United States

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- Telephone number
- Responsible official
- ! Transaction dates
  - Date of outgoing loan agreement
  - Termination date of outgoing loan agreement
  - Initiation date of outgoing loan
  - Return date of outgoing loan
- ! Objects and/or specimens in loan
  - Catalog number
  - Item count
  - Object and/or specimen name
  - Description
  - Condition
  - Value
- ! Credit line from lending unit
- ! Insurance
  - Waived
  - To be carried by lender
  - To be carried by borrower
  - Certificate of insurance
  - Waiver of subrogation
  - Other
- ! Packing and shipping
- ! Outgoing loan return status (partial or complete)
- b. The following data categories are mandatory for each transaction in the outgoing loan book or outgoing loan tracking system.
  - ! Outgoing loan number
  - ! Outgoing loan type
  - ! Lending unit name
  - ! Borrower name (institution and department)
  - ! Purpose of loan
  - ! Total number of objects and/or specimens in loan



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- ! Brief description of objects and/or specimens in loan
- ! Initiation date of outgoing loan
- ! Termination date of outgoing loan agreement
- ! Outgoing loan return status (partial or complete)

2. Data Definitions for Outgoing Loans

**Borrower Address (Institution)**

Indicate the box or street, city, state, zip, country, and telephone number.

**Borrower Institution (Department)**

Enter the department or division of the borrowing institution (e.g., Department of Anthropology), where applicable.

**Borrower Name (Institution)**

Enter the name of the institution that borrowed the material (e.g., University of Arizona).

**Credit Line from Lending Unit**

Record the credit line exactly as it is to appear in exhibit graphics, publications, or other media identified in the loan agreement.

**Date of Outgoing Loan Agreement**

Indicate the date the outgoing loan agreement was signed.

**Initiation Date of the Outgoing Loan**

Record the date on which the agreement went into effect.

**Insurance**

Indicate the type of insurance coverage: to be waived, to be carried by lender, or to be carried by borrower.

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Indicate if a certificate of insurance or waiver of subrogation is issued.

**Lending Unit Address**

Enter the address of the lending unit or institution: box or street, city, state, zip, and telephone number.

**Lending Unit Name**

The name of the lending unit.

**Objects and/or Specimens in Loan**

Record a listing of each of the objects and/or specimens in the loan. Include catalog numbers, item count, object or specimen name, description, condition, and insurance value.

**Outgoing Loan Number**

The outgoing loan number is the unique number given to the outgoing loan transaction; it may be tracked sequentially by year and outgoing transaction number [e.g., 1992.5. breaks down into: 1992 (year).5 (transaction number)]. Bureaus or units may want to add a transaction type indicator such as OL for outgoing Loan (e.g., OL 1992.5).

**Outgoing Loan Return Status (Partial or Complete)**

Indicate the status of the loan (i.e., complete outgoing loan return or partial outgoing loan return).

**Outgoing Loan Type**

Indicate the type of outgoing loan transaction (i.e., short-term outgoing loan or long-term outgoing loan).

**Packing and Shipping**

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Provide information on shipper, packer, address and special arrangements.

**Purpose of Loan**

Indicate the purpose of the loan (i.e., exhibit, study, conservation, exhibit preparation, curation, storage, or other).

**Responsible Official (Borrowing Institution)**

Enter the name of the responsible individual or agent of the borrowing institution.

**Responsible Official (Lending Unit)**

Enter the name of the responsible official of the lending unit for contact purposes.

**Return Date of Outgoing Loan**

Indicate the date objects and/or specimens in the outgoing loan agreement are to be returned to the unit or enter "indefinite."

**Termination Date of Outgoing Loan Agreement**

Indicate the termination date entered on the outgoing loan agreement or enter "indefinite."

**G. PROCEDURES FOR SHORT-TERM AND LONG-TERM OUTGOING LOANS**

1. Short-Term Outgoing Loans

Short-term outgoing loans generally refer to outgoing loans made for the purposes of exhibition, exhibit and scientific preparation, research, conservation, and photography. Outgoing loans shall not be made to individuals. Only cataloged museum property shall be lent to institutions for short-term outgoing loans.

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If the unit has arranged for a short-term outgoing loan to another bureau unit or to an institution outside the bureau or to a service-providing organization, an outgoing loan agreement is generated by the responsible lending unit. The bureau's designated authority (e.g., unit manager) must sign the outgoing loan agreement, but other staff may process the outgoing loan. The procedures governing outgoing loans including conditions for shipping and handling and an itemized list must be included in the outgoing loan agreement. Specific conditions to be met by the borrower should be noted on the face of the outgoing loan agreement. Short-term outgoing loans valued at over an amount determined by the bureau, or loans made outside of the United States, should be approved by an authority designated by the bureau.

Loan requests are considered by each unit on a case-by-case basis. The general criteria for making a short-term outgoing loan are listed below. Approval is contingent on the provision of satisfactory responses to the following questions.

- ! Can the borrower meet the conditions outlined in the outgoing loan agreement and can these terms be monitored by unit staff?
- ! Can the object or specimen withstand the rigors of travel?
- ! Is the object or specimen "one-of-a-kind"?
- ! Does the loan enhance or adversely impact the museum property program?
- ! Does the loan provide greater public, scholarly, and research access to the unit's museum property?
- ! Is there a specific term defined for the outgoing loan?
- ! Are the objects and/or specimens subject to copyright, patent, trademark, or any other restrictions?

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a. Inventory

Short-term outgoing loans are subject to inventory procedures by the lender as outlined in Chapter 4. If an object or specimen is to be inventoried within the same year as the loan was initiated, a written notification or copy of the loan agreement from the borrower may be used for verification purposes.

b. Procedures For Short-Term Outgoing Loans

1) Prospective borrowers should request loans in writing. Prior to approval of the loan, the borrowing institution should provide satisfactory written evidence of its ability to properly insure, secure, and transport loan items. All loan-related expenses are the responsibility of the borrowing institution unless otherwise arranged in advance. Unless the bureau waives the requirement to have insurance, a non-Federal borrowing institution should obtain its own insurance coverage, and provide the lending unit with a certificate of insurance. Refer to Section H.4 of this Chapter for definitions of insurance terms. The unit may request a Standard Facility Report to be completed by the borrowing institution, and prior approval of all arrangements including packing, shipping, or display. Refer to Figure 5.9. Copies of the Standard Facility Report may be obtained from the American Association of Museums, 1225 Eye Street, NW, Suite 200, Washington, DC 20005.

2) Museum property going out on short-term loan must be cataloged. All short-term outgoing loans must have a specific termination date. Outgoing loans are made for a period not to exceed three years. Written requests for loan extensions or the completion of a loan extension form (see Figure 5.10) are approved by the designated authority upon bureau recommendation of curatorial staff, and by the optional Museum Property Committee.

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- 3) The unit's museum property is lent only for the purposes of exhibition, exhibit or scientific preparation, research, conservation, and photography. Outgoing loans are not made to individuals. Material may not be used for commercial purposes or private pecuniary gain except where a service is provided to the bureau. The unit's museum property shall be lent for official purposes only.
- 4) The condition report completed by lending unit staff may be used to document the condition of short-term outgoing loan objects and/or specimens.
- 5) The bureau lending unit generates an outgoing loan agreement to be approved by the bureau's designated authority. Conditions governing the loan and instructions for the disposition of the agreement and copies are listed on the reverse of the outgoing loan agreement. Additional conditions to be met by the borrower are noted and attached to the outgoing loan agreement. Outgoing loans of a single object or specimen, or a group of objects or specimens, valued over a level designated by the bureau, or made outside of the United States should be approved by the designated authority.
- 6) Curatorial staff should process loan agreements, arrangements for certificates of insurance, and any additional paperwork concerning outgoing loans and their transportation; confirm packing and shipping arrangements with the borrowing institution and any contractors; and facilitate the safe movement and packing of loans. Lending units should pack and label containers according to procedures outlined in the Museum Property Handbook Volume I, Chapter 8, "Handling, Packing, and Shipping." A list of objects and/or specimens, including catalog numbers, and outgoing condition reports of each object or specimen should be included to assist the

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receiving institution.

- 7) Before the termination date of the loan, the lending unit may notify the borrower of an early loan termination. The bureau may withdraw any portion of the loan at any time with five (5) days prior notice to the borrower, or without such notice if the bureau considers that the security and integrity of the museum property warrants such action.
- 8) Requests for loan extensions may be granted only if reviewed and recommended by curatorial staff and the optional Museum Property Committee, and approved by the bureau's designated authority. Renewal requests should be made in writing. Unit staff should renew loans by completing the appropriate categories on the outgoing loan agreement. Instructions on obtaining an extension to an outgoing loan may be outlined in the outgoing loan agreement.
- 9) No subloans or 'third party loans to other institutions should be made without a prior written request by the borrower and approval of the designated authority, unless authorized by a specific clause contained in the outgoing loan agreement.
- 10) Taking record photographs of outgoing museum property loans is recommended.

2. Long-Term Outgoing Loans

Long-term outgoing loans are generally made for purposes of curation and storage, at a bureau repository or non-bureau repository or institution. Such arrangements with a non-bureau repository are covered by an outgoing loan agreement, cooperative agreement, or similar instrument (see Figure 5.11). Long-term outgoing loans should be reviewed regularly.

All outgoing long term loans should be recorded and

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tracked by the lending unit. The lending unit records the outgoing loan according to procedures outlined in this Chapter and generates an outgoing loan agreement signed by the bureau's designated authority and the responsible official for the borrower.

For long-term loans deposited for purposes of curation, the repository should catalog uncataloged objects and/or specimens using the lending unit's cataloging system and supply the lending unit with hard copies (paper or microfiche) of the catalog record and readable electronic media.

a. Inventory

Museum property housed at repositories on long-term outgoing loan is accountable and subject to annual inventory procedures by the lender. Refer to Chapter 4. Non-bureau repositories should make objects and/or specimens available for the unit's required inventory, or verify in writing the presence and condition of museum property listed in the inventory.

b. Procedures For Long-Term Outgoing Loans

- 1) Unit staff consults with the borrower and arranges, in writing, the terms of the loan. If the outgoing loan is for the purpose of curation and/or storage at a repository, bureau regional, area, or headquarters concurrence may be necessary. The lending unit maintains copies of all the loan documents.
- 2) Museum property in a long-term outgoing loan should be cataloged prior to the loan unless the purpose of the loan is for curation and storage and includes cataloging.
- 3) At the request of the lending unit staff, the borrower completes a standard facility report.
- 4) The following documentation should be submitted with the long-term outgoing loan of museum



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property.

! An inventory of the museum property, including all unit or bureau-wide catalog numbers, item count, object or specimen name, description, condition, and, if appropriate, value, should be included.

! All available documentation, including original or archival copies of site survey cards, field records, notes, journals, aerial photographs and overlays, machine readable data (e.g., tapes and floppy disks), slides, negatives, photographic prints, maps, or laboratory analysis sheets. Keys to all coded and abbreviated proveniences, field specimen and container lists, and other object catalog lists should be included.

! A list of known conservation problems of museum property (e.g., rust, mold, or weak repairs), and copies of object treatment reports for any prior conservation treatment should be included.

- 5) Unless otherwise agreed to in writing, the lending unit is responsible for the safe transportation of museum property to the repository. Curatorial staff process the outgoing loan agreement, confirm arrangements for insurance for non-bureau repositories, perform any additional paperwork concerning outgoing loans and their transportation, confirm packing and shipping arrangements with the borrowing institution and any contractors, facilitate the safe movement and packing of loans, and prepare and update an individual object condition report as necessary, upon departure and return of the loan.

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- 6) Museum property should be packed and shipped by professional packers and shippers. A copy of the inventory should be sent under separate cover, with an individual box inventory and return address included in each box. Some unit museum property may be mailed through the postal system under certain circumstances (e.g., natural history specimens). Items mailed through the U.S. Postal Service should be sent by certified or registered mail with a return receipt requested. Refer to the Museum Property Handbook Volume I, Chapter 8, "Handling, Packing, and Shipping."
- 7) The unit should complete an outgoing loan agreement in duplicate and attach an inventory of the loan. The term of the loan is "long-term" or "indefinite". The original and a copy of the agreement are signed by the accountable officer (unit manager). A copy signed by the responsible repository official should be returned to the unit for inclusion in the unit outgoing loan file.
- 8) The repository must meet the Departmental standards for management of museum property as outlined in the Departmental Manual and all additional bureau-specific standards.
- 9) Copies of printed and/or automated copies of catalog records should be provided to, and maintained at, the lending unit.
- 10) When long-term loans are returned to the originating unit, a Receipt for Property (DI-105) or equivalent form, complete inventory, and printed catalog cards and associated documents accompany the returned museum property.
- 11) Long-term outgoing loans of archeological objects to repositories for curation and storage must meet the standards outlined in 36 CFR Part 79,

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"Curation of Federally Owned and Administered Archeological Collections."

- 12) Long-term outgoing loans are generally made for periods of up to ten years.
- 13) Renewable outgoing loans are subject to conditions outlined in the outgoing loan agreement or a cooperative agreement, and should include a regular monitoring schedule.

**H. PURCHASING INSURANCE FOR BORROWED MUSEUM PROPERTY**

If an uninsured, non-federally owned museum object or specimen is lost or damaged while in the custody of the bureau, the owner can file a tort claim against the government for the cost of replacement. Coverage under the Tort Claims Act does not constitute insurance. The plaintiff must prove that the government was negligent or committed a wrongful act in order to receive a monetary judgement. The procedures for tort claims are described in the Federal Tort Claims Act (28 USC 2671-2680), as amended.

The care given to borrowed museum property should be consistent with the standards specified in the Departmental Manual, Part 411. Despite the best preventive measures, however, losses and damage can occur from a variety of unexpected causes such as fire, smoke, water, flood, vandalism, theft, or transit mishap. This section offers guidance on insuring museum property borrowed by the unit from non-federal sources such as museums, private owners, and state or local agencies.

Insurance can be purchased to eliminate the need for lenders to file a tort against the government in order to recoup losses on damaged or lost museum property. In addition, many lenders require borrowers to obtain insurance as a condition for a loan. Particular attention should be paid to the insuring clause of the loan agreement to ascertain that insurance coverage purchased is not less than the coverage required by the loan agreement. All risk coverage, subject to standard exclusions (noted in section 4d below) should

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meet or exceed requirements of any loan agreement.

As a result of two Comptroller General decisions (17-CG-55 and 42-CG-392), the government is authorized to purchase insurance when non-federally owned property is temporarily in the custody of the Government:

"However, it has been held that where privately owned property is temporarily entrusted to the custody of the Government for public purposes, the cost of insuring such property may be paid from applicable appropriations."  
(17-CG-55)

1. Alternatives for Obtaining Insurance Coverage

There are two options available to units or bureaus for insuring non-federally owned, borrowed museum property. The first option is to use the lender's policy and the second option is to purchase private insurance.

2. Paying for Insurance Premiums

In either case, the unit or bureau pays the costs of insurance coverage. One way units may pay insurance premiums is by completing a Requisition (Form DI-1 or equivalent; Figure 2.14). The contracting officer in the unit can provide advice on the proper procedures. Another way of paying the premium is to ask a unit's cooperating association to purchase the insurance (i.e., the association would pay the premium but the policy would list the unit as the insured). Cooperating associations traditionally provide interpretive program assistance to bureaus or units at the discretion of the unit manager. Revenue from the fees collected by the associations are returned to the bureau through their regular donation process.

3. Using the Lender's Policy

Frequently, lending museums prefer to maintain their own insurance and bill the borrower for premium costs for the period of the loan. If a unit uses the lending museum's

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policy, it should ensure coverage by obtaining a waiver of subrogation from the insurance company or by being named as an additional insured in the lender's policy. A subrogation clause in an insurance policy allows an insurance company to recoup its losses by suing a third party, not named in the policy, that may be responsible for damages (e.g., packers, movers, or the borrowing museum). For example, in the case of a claim regarding an object or specimen on loan to a unit, the insurance company might pay the owning museum, from whom a unit borrowed an object, and later sue the unit.

One way to avoid this situation is for units to obtain a waiver of subrogation. In this case an insurance company waives its right to subrogate against the third party. An ideal statement to look for in an insurance policy is, "We won't attempt to recover any loss from museums or any other place borrowing covered property for exhibition." (Phillip Babcock & Marr Haack, A New Easy to Understand Insurance Policy for Museum Collections, Washington, DC: n.p. May 1981)

A second way to ensure that a unit is actually covered when using the lending institution's policy is to request to be named as an additional insured in the policy. This procedure puts the unit in the same category as the original holder of the policy, so the unit must comply with the terms of the lender's policy. In such a situation, the unit must be familiar with the terms of the lender's policy. A copy of the certificate of insurance naming the United States as an additional insured should be delivered to the unit contracting officer. A copy of the certificate of insurance should be placed in the loan folder.

4. Purchasing an Insurance Policy

When a unit decides to purchase private insurance to cover borrowed museum property, the unit should ask the agent for a museum property policy as listed in the Fire, Casualty and Surety Bulletins (specialty lines Section Fa-1) published by the National Underwriters Company. Agents often give museums fine arts dealers policies, but

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the coverage is not as comprehensive as museum property insurance.

Insurance companies are flexible in meeting the needs of potential customers, so do not hesitate to ask a company to add the desired provisions.

Listed below are the standard features that units should look for when purchasing a policy for borrowed museum property.

a. Limits of Liability

The limits of liability are outlined in the policy and refer to the maximum amount of coverage the insured can collect. In other words, the maximum amount to be paid in the case of loss or damages. In the case of borrowed items, the limits of liability should correspond to the actual dollar values of the museum property as shown on the loan agreement. Liability limits established at less than the total value could result in problems to the unit in the event of loss or damage.

b. Wall to Wall Coverage

There should be a clause in the policy indicating that protection for museum property is "wall to wall" or "nail to nail." This means that property is covered from the time it leaves its normal repository until the time of its return. With such a clause, the policy is in effect during packing, shipping, and for temporary storage related to shipment, as well as during the period of the loan itself.

c. Perils Insured

All policies should be "All-Risk." This phrase means that the insured is protected against all loss or damage arising from an external cause except damages resulting from the specific exclusions listed in the

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policy.

d. Exclusions

Exclusions are contractual stipulations that deny coverage for specific perils, persons, properties or locations. The exclusions must be spelled out in the policy and understood by unit personnel.

Standard exclusions in museum insurance policies are as follows:

- ! normal wear and tear (damage caused by usual day-to-day handling);
- ! gradual deterioration (the effects of time);
- ! insects, moths, and rodents;
- ! inherent vice (a quality in an object or specimen which causes it to deteriorate or to destroy itself);
- ! damage due to or resulting from repair, restoration, or retouching;
- ! nuclear reaction, radiation, or radioactive contamination;
- ! insurrection and war; and,
- ! government confiscation.

Standard exclusions can be negotiated if a particular exclusion is not advantageous to the unit.

e. Waiver of Subrogation

Any insurance policy that the unit purchases to cover museum property it is borrowing should state that the right to subrogation against another museum is waived. In order to maintain trust between institutions, it is a courtesy for an insurance

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policy to state that the right to subrogation against another museum is waived.

f. Valuation

Usually the lending institution, not the unit, will be placing the monetary value on the museum property. However, the unit should ascertain to the best of its ability that the stated value is reasonable. The lender and the unit should agree on the monetary figure used before signing a loan agreement. The value should be the same as the fair market value at the time of the loan.

Units should note that the value of the insured property may increase over time and the insurer may raise the insurance premium periodically.

g. Claims

The policy should detail procedures for handling claims, including information on who should be notified after loss and how soon after loss notification should be given. Do not accept a stipulation that notice of loss must be made immediately after loss or damage occurred. Substitute the phrase "as soon as practicable."

h. Deductibles

Deductibles are a feature used to cut costs. They are commonly used by museums insuring permanent collections. Deductibles are not acceptable in the case of borrowed museum property. The full value of the object or specimen should be insured to protect both the unit and the lender in the event of loss.

5. Property of the United States Government

It is the general policy of the United States Government to assume its own risks. Therefore units do not need to insure museum property borrowed from other bureau units



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or from other government agencies unless required by that agency.

It should be noted that this general rule does not apply to the Smithsonian Institution collections. Smithsonian collections are held in trust by the Institution for the general public (20 USC 41). Smithsonian loan agreements require of borrowers either: (1) insurance to be carried by the Smithsonian and the premium billed to the borrower; (2) insurance to be carried by the borrower; and (3) insurance waived if the borrower agrees to notify (financially back) the Smithsonian for any and all loss or damage to the museum property.

The most convenient option for units borrowing Smithsonian objects and/or specimens is to use the Smithsonian Institution policy. Such an agreement is the same as the one discussed in the Section on "Using the Lender's Policy." The registrar of the particular Smithsonian Institution museum from which the museum property is being borrowed should be contacted for information.

Department of the Interior bureaus may not waive insurance if the borrower agrees to notify (financially back) the bureaus for any and all loss or damage to the objects because government employees are not authorized to obligate government funds in advance of appropriations (31 USC 665a, 35-CG-85). Therefore, insurance should be purchased.

6. Updating Existing Insurance Policies

Units should review and update insurance arrangements for existing loans to determine if there is proper coverage.

**I. FIGURES**

**List Of Figures**

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Figure 5.1b	Incoming Loan Agreement (Continued)

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Figure 5.2	Incoming Loan List
Figure 5.3	Incoming Loan Folder (Sample)
Figure 5.4a	Object and/or Specimen Condition Report
Figure 5.4b	Object and/or Specimen Condition Report (Continued)
Figure 5.5a	Outgoing Loan Agreement
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Figure 5.6a	Conditions for Outgoing Loans
Figure 5.6b	Conditions for Outgoing Loans (Continued)
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Figure 5.9	Standard Facility Report
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**SAMPLE INCOMING LOAN AGREEMENT**  
(BUREAU AND UNIT NAME AND ADDRESS)

Unit Acronym and/or Identifier \_\_\_\_\_ Incoming Loan Number \_\_\_\_\_

LENDER: \_\_\_\_\_  
(Name of Lender) (Responsible Official)

\_\_\_\_\_  
(Box or Street)

\_\_\_\_\_  
(City, State, Zip) (Telephone)

In accordance with the conditions printed on the reverse the objects and/or specimens listed on the attached sheet are borrowed for the following purpose:  
GExhibit GStudy GConservation GExhibit Preparation GCuration GStorage  
GOther, describe: \_\_\_\_\_

for the period \_\_\_\_\_ to \_\_\_\_\_  
(from estimated time objects and/or specimens leave lender's custody until their return and receipt by lender; see "Shipping" below)

LOAN TYPE: GShort-term, or GLong-term

CREDIT LINE \_\_\_\_\_  
(for exhibition label and catalog)

INSURANCE: (see conditions on reverse)  
GTo be carried by lender GTo be carried by Receiving Unit GInsurance waived  
GCertificate of Insurance required GWaiver of Subrogation required

SHIPPING: The following method of shipment is agreed upon: The objects and/or specimens will be shipped from address: \_\_\_\_\_  
to arrive no later than \_\_\_\_\_ and will be returned to the above address (unless otherwise notified) by the following date: \_\_\_\_\_.  
Shipment will be via \_\_\_\_\_  
(Special packing and shipping instructions, if any, attached)

COST TO BE PAID BY BUREAU	LENDER	SPECIAL CONDITIONS
Packing	G	G
Shipping	G	G
Insurance	G	G

On initiation of the loan, this agreement will be signed by both authorized parties and filed in the unit. On termination, the original is signed by the Lender and returned to the unit.

On initiation of Agreement:  
I have read and agree to the conditions on the reverse.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved for the Bureau:  
SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

---

(Return Receipt Sent to Lending Bureau)  
On Termination of Agreement:  
All property covered by this Agreement has been returned in good condition, exceptions, if any, are listed on attached sheet.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
(Lender or Authorized Agent)

Title: \_\_\_\_\_

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**Figure 5.1a Incoming Loan Agreement**

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**SAMPLE INCOMING LOAN AGREEMENT** (continued)

**CONDITIONS COVERING LOANS**

**Care and Preservation**

1. The (Bureau Name) will give to objects and/or specimens borrowed the same care as it does comparable property of its own. It is understood by Lender and borrower that all tangible objects and/or specimens are subject to gradual inherent deterioration for which neither party is responsible.
2. Evidence of damage at the time of receipt or while in Bureau custody will be reported as soon as practicable, to the Lender.
3. No alteration, restoration, or repair will be undertaken without the written authorization of the lender.
4. The Lender certifies that the objects and/or specimens lent are in such condition as to withstand ordinary strains of packing and transportation.

**Transportation and Packing**

1. Costs of packing and transportation will be borne by the Bureau unless the loan is at the Lender's request. The method of shipment must be agreed upon by both parties.
2. Customs regulations will be adhered to in international shipments.
3. The Lender will assure that said objects and/or specimens are adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. Objects and/or specimens will be returned packed in the same or similar manner as received unless authorized by the Lender.

**Insurance**

1. Unless objects and/or specimens are covered by a specific insurance policy, Bureau liability for loss or damages will be subject to recovery under the Federal Tort Claims Act (28 U.S.C. 2671-2630, as amended), if loss or damage occurs while in the custody of the Bureau and the loss can be proved to be caused by negligence or wrongful act of the Federal Government.
2. On request of Lender objects and/or specimens will be insured by the Bureau under an all risk wall-to-wall fine arts museum collections policy subject to the standard exclusions for the duration of the incoming loan agreement. Insurance will be placed in the amount specified by the Lender herein, which must reflect fair market value at the time of the loan. If the Lender fails to indicate an amount, the Bureau will set a value for purposes of insurance for the period of the loan.
3. If the Lender elects to maintain his own insurance coverage, the Bureau must be supplied with a certificate of insurance naming the Bureau and the United States Government as additional insureds or waiving rights of subrogation. The Bureau shall not be responsible for any error or deficiency in information furnished to the Lender's insurer or for any lapse in coverage.
4. In the case of long term loans, the Lender is responsible for updating insurance valuations.
5. The amount payable by an insurance policy is the sole recovery available to the Lender in event of loss or damage.

**Photography**

Unless otherwise notified in writing, the objects and/or specimens lent may be photographed by the Bureau for record, educational, catalog, and publicity purposes. It is understood that objects and/or specimens on exhibit may be photographed by the general public unless otherwise stated in writing.

**Ownership and Address Change**

By signing the Agreement the Lender certifies that he is the legal owner of the described property. It is incumbent upon the Lender to notify the Bureau in writing of any change of address. In case of change in legal ownership during the period of the loan, the new owner is required to establish his legal right by proof satisfactory to the Bureau.

**Return of Loans**

The loan agreement may be terminated by either party given reasonable notice in writing. All notices to the Lender in regard to termination of the loan are considered sufficient if sent by registered mail to the Lender at the address given in this record. Unless otherwise notified in writing, the Bureau will release the objects and/or specimens only to the Lender. If Bureau efforts to contact the Lender, within a reasonable period following the expiration of the loan, are unsuccessful, and no special arrangements have been made for the return of the loan, then the objects and/or specimens will be placed in storage at the Lender's risk and expense. If after 1 year the property is not withdrawn, it may be deemed to become the unrestricted property of the Federal Government for administration by the Bureau.

**INSTRUCTIONS**

ORIGINAL is signed by both parties on receipt of loan and by Lender on termination of loan; original is retained in unit file.

LENDER COPY is signed by both parties on receipt of loan and retained by Lender.

COPY 1 is signed by both parties on receipt of loan. On loan termination when original is sent to Lender for signature to acknowledge return of loan, copy 1 is retained in unit file as evidence of the transaction.

COPY 2 is signed by the unit. On initiation of the loan, if original, lender copy and copy 1 are mailed to Lender for signature, copy 2 is retained in unit as record of the, as yet, incomplete transaction.

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**Figure 5.1b Incoming Loan Agreement (Continued)**

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Bureau and/or Unit Name \_\_\_\_\_ Incoming Loan Number \_\_\_\_\_

**SAMPLE  
 INCOMING LOAN LIST**

**LIST OF OBJECTS AND/OR SPECIMENS**

ITEM COUNT	CATALOG NUMBER	OBJECT AND/OR SPECIMEN NAME	DESCRIPTION AND CONDITION (Attach recent photo if possible)	INSURANCE VALUE (ASSIGNED BY LENDER)	RETURN STATUS (Partial or Complete)
			(if additional space is necessary, attach extra sheet)		

Release Date:  
New

5:39

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**Figure 5.2 Incoming Loan List**



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INCOMING LOAN NUMBER: _____	<div style="border: 1px solid black; padding: 10px;"> <p><b>INSTRUCTIONS:</b> This Incoming Loan Folder is used whenever a unit borrows museum property from other units or non-bureau institutions. All documents relating to the incoming loan are to be filed in this folder.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p><b>A. <u>TYPE OF LOAN</u></b></p> <p>G 1. SHORT-TERM INCOMING LOAN                      G 2. LONG-TERM INCOMING LOAN</p> <p><b>B. <u>PURPOSE</u></b></p> <p>G Exhibit                      G Study                      G Conservation                      G Exhibit Preparation                      G Other (describe): _____</p> </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p><b>C. <u>INCOMING LOAN AGREEMENT DOCUMENTATION</u></b></p> <p><b>Initiation Date</b> _____  <b>Termination Date</b> _____</p> <p>G Incoming Loan Agreement and List                      G Conditions for Incoming Loans                      G Correspondence relating to incoming loan                      G Insurance documents                      G Shipping documents                      G Packing documents                      G Conservation records                      G Restriction records relating to incoming loan                      G Photographs                      G Other (Specify): _____</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p><b>D. <u>RETURN OF LOAN</u></b></p> <p>G Loan Returned</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> <p>G Date Loan Returned:</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> </td> <td style="padding: 5px; vertical-align: top;"> <p><b>G Loan extension request and documents</b></p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> <p>G Date Extended Loan Returned:</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> </td> </tr> </table> </div>	<p><b>A. <u>TYPE OF LOAN</u></b></p> <p>G 1. SHORT-TERM INCOMING LOAN                      G 2. LONG-TERM INCOMING LOAN</p> <p><b>B. <u>PURPOSE</u></b></p> <p>G Exhibit                      G Study                      G Conservation                      G Exhibit Preparation                      G Other (describe): _____</p>	<p><b>C. <u>INCOMING LOAN AGREEMENT DOCUMENTATION</u></b></p> <p><b>Initiation Date</b> _____  <b>Termination Date</b> _____</p> <p>G Incoming Loan Agreement and List                      G Conditions for Incoming Loans                      G Correspondence relating to incoming loan                      G Insurance documents                      G Shipping documents                      G Packing documents                      G Conservation records                      G Restriction records relating to incoming loan                      G Photographs                      G Other (Specify): _____</p>	<p><b>D. <u>RETURN OF LOAN</u></b></p> <p>G Loan Returned</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> <p>G Date Loan Returned:</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p>	<p><b>G Loan extension request and documents</b></p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> <p>G Date Extended Loan Returned:</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p>
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<p><b>D. <u>RETURN OF LOAN</u></b></p> <p>G Loan Returned</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> <p>G Date Loan Returned:</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p>	<p><b>G Loan extension request and documents</b></p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p> <p>G Date Extended Loan Returned:</p> <p><b>Partial:</b> _____  <b>Complete:</b> _____</p>				

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**Figure 5.3 Incoming Loan Folder (Sample)**

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**SAMPLE  
 OBJECT AND/OR SPECIMEN CONDITION REPORT**

The Object and/or Specimen Condition Report is to be completed by unit curatorial staff and does not require specialized conservation training. After careful re-  
 specimen, general condition, characteristics, location of damage, and additional comments should be noted in the spaces below.

**OBJECT AND/OR SPECIMEN:**  
**DESCRIPTION:**

**CATALOG NUMBER:**  
**CLASSIFICATION:**

**LOAN NUMBER:**

Condition photograph:  Yes  No Photo numbers:

**MATERIAL:** Composite  Yes  No Select material(s) from list on reverse, in order of predominance. If materials are not listed, enter directly:

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

**ASSESSMENT:** Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Object and/or Specimen requires professional conservation:  Yes  No Name and title \_\_\_\_\_  
 Urgency of Conservation:  Low  Moderate  High  Unknown  
 Overall stability: Stable:  Yes  No Unstable:  Yes  No  
 Deterioration: Active:  Yes  No Inactive:  Yes  No  
 Extent of Deterioration:  Low  Moderate  High  
 Problem: Limited:  Yes  No Extensive:  Yes  No

**CURATORIAL PRIORITY:** Check one or more below:  
 Original to site  Period piece  Eminent figure, resource  Voucher  
 For exhibit  For study or event association  Rare  
 Endangered species  Type specimen  For outgoing loan  Other (describe)

**GENERAL CONDITION:** Use abbreviations for locations and amount of damage listed on reverse.

Yes/No	Location/amount	Yes/No	Location/amount	Yes/No	Location/amount
<input type="checkbox"/>	abrasion	<input type="checkbox"/>	discolor/faded	<input type="checkbox"/>	overpaint
<input type="checkbox"/>	burn/charred	<input type="checkbox"/>	discolor/stain	<input type="checkbox"/>	pitting
<input type="checkbox"/>	bleeding	<input type="checkbox"/>	elements/loose	<input type="checkbox"/>	salt deposit
<input type="checkbox"/>	break	<input type="checkbox"/>	elements/missing	<input type="checkbox"/>	split/stable
<input type="checkbox"/>	brittle	<input type="checkbox"/>	fills	<input type="checkbox"/>	split/unstable
<input type="checkbox"/>	bronze disease	<input type="checkbox"/>	flaking	<input type="checkbox"/>	soil
<input type="checkbox"/>	chipped	<input type="checkbox"/>	fraying	<input type="checkbox"/>	tape/label
<input type="checkbox"/>	creased	<input type="checkbox"/>	fungal damage	<input type="checkbox"/>	tarnish
<input type="checkbox"/>	crack/crackle	<input type="checkbox"/>	hole	<input type="checkbox"/>	tear
<input type="checkbox"/>	corrosion	<input type="checkbox"/>	insect damage	<input type="checkbox"/>	tented/cupped/crazed
<input type="checkbox"/>	detached	<input type="checkbox"/>	active <input type="checkbox"/> inactive	<input type="checkbox"/>	unraveling
<input type="checkbox"/>	dent	<input type="checkbox"/>	loss	<input type="checkbox"/>	warp
<input type="checkbox"/>	desiccated	<input type="checkbox"/>	nail/pin/staple	<input type="checkbox"/>	worn
<input type="checkbox"/>	disjoined			<input type="checkbox"/>	Other:

COMMENTS:

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**Figure 5.4a Object and/or Specimen Condition Report**

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**SAMPLE**  
**OBJECT AND/OR SPECIMEN CONDITION REPORT (Continued)**

TERMINOLOGY FOR OBJECT AND/OR SPECIMEN CONDITION REPORT

**MATERIAL LIST:**

- ANIMAL: shell, coral, bone, ivory, antler, horn, hide, hair, feather, quill, or other animal materials  
HUMAN REMAINS: osteological, mummified, or artifactual  
MINERAL: stone, ceramic, clay/mud/soil, metal, glaze, synthetic, or other mineral materials  
VEGETAL: wood, fibers, seeds, paper, or other plant materials

**LOCATION OF DAMAGE:** The zone and matrix system was developed for use with two-dimensional objects and/or specimens and is used for locating and describing a defect. By visually dividing the object or specimen into nine zones the problem may be pinpointed. Left and right refer to the viewer facing the image or front of the object and/or specimen. The following codes are used in describing the condition or defect. This system is applied to three dimensional objects and specimens, but the viewer will have to carefully describe the orientation of the object or specimen codes. Generally, the attributes of a three dimensional object or specimen are sufficient reference for pinpointing defects or aspects of condition. A technique for orientation of a three dimensional object or specimen is to use "proper left" and "proper right" to refer to the left and right side of the specimen.

L=Left R=right T=Top C=Center B=Bottom

LT	CT	RT
LC	CC	RC
LB	CB	RB

**AMOUNT OF DAMAGE:**

- GN = General (if defect is overall and scattered) Moderate  
NG = Negligible MA = Marked  
SL = Slight EX = Extreme

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**Figure 5.4b Object and/or Specimen Condition Report (Continued)**

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SAMPLE  
OUTGOING LOAN AGREEMENT

(Outgoing Loan Number)

Outgoing loans subject to conditions noted on the Conditions for Outgoing Loan attached:

**OUTGOING LOAN TYPE:**

**PURPOSE OF LOAN:**

Short-Term  Within Bureau  Outside Bureau for  Exhibit  Study  Conservation  
 Exhibit Preparation  Other (describe):

OR

Long-Term (Storage)  within Bureau  outside Bureau for  Exhibition  Storage  
 Other (describe):

**BORROWER NAME (INSTITUTION):**

MAILING ADDRESS:

(Department)  
(P.O. Box or Street)  
(City, State, Zip, Country)

SHIPPING ADDRESS:  
(if different)

(P.O. Box or Street)  
(City, State, Zip, Country)

RESPONSIBLE OFFICIAL:  
Telephone: ( )

Title:  
FAX number:

**LENDER (LENDING UNIT NAME):**

MAILING ADDRESS:

(Unit Name)  
(P.O. Box or Street)  
(City, State, Zip)

RESPONSIBLE OFFICIAL:

Title:

**INITIATION DATE OF LOAN:**

**TERMINATION DATE OF LOAN:**

**RETURN DATE OF LOAN:**

**MUSEUM PROPERTY:** Objects and/or specimens included in Loan are described on the attached Outgoing Loan Agreement List

**INSURANCE:**

To be carried by Borrower.  Insurance to be waived  
Insurance company:  Other:  
Policy No:

Certificate of Insurance issued

**SHIPPING/PACKING:**

Museum property will be packed by:  Lender  Borrower  Other:

Method of Shipping: Outgoing: Return:

Charges to Borrower:  Yes  No

**CREDIT LINE:**

Release Date:  
New

5:47

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**Figure 5.5a Outgoing Loan Agreement**



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**SAMPLE  
 OUTGOING LOAN AGREEMENT (Continued)**

\_\_\_\_\_  
 (Outgoing Loan Number)

**SPECIAL CONDITIONS:**

Accession Number(s): \_\_\_\_\_

List of Objects and/or Specimens (include object and/or specimen name(s), item count, catalog number, description, condition, and insurance valuation) a  
 \_\_\_\_\_ through \_\_\_\_\_

**REQUIREMENTS:**

Cataloging: \_\_\_\_\_

Bureau Specimen Labels: \_\_\_\_\_

Storage Requirements: \_\_\_\_\_

Conservation: \_\_\_\_\_

Destructive Analysis: \_\_\_\_\_

Annual Inventory: \_\_\_\_\_

Access: \_\_\_\_\_

Third Party Loan: \_\_\_\_\_

Other: \_\_\_\_\_

**ON INITIATION OF THIS AGREEMENT:** The undersigned is an authorized agent of the borrower. Signature acknowledges receipt of all material in good condition or in condition as noted on this agreement, and indicates agreement to terms specified in this loan agreement.

\_\_\_\_\_  
 (Name and Title of Borrower's Responsible Official)                      Date: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Borrower's Responsible Official)                                      Date: \_\_\_\_\_

**PLEASE SIGN BOTH COPIES AND RETURN THE ORIGINAL TO LENDER.**

**ON RETURN OF LOAN:** The undersigned is an authorized agent of the lender. Signature acknowledges receipt of all material in good condition or in condition as noted on this agreement.

\_\_\_\_\_  
 (Signature and Title of Borrower's Responsible Official)                                      Date: \_\_\_\_\_

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**Figure 5.5b Outgoing Loan Agreement (Continued)**

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<b>SAMPLE CONDITIONS FOR OUTGOING LOANS</b>	
Complete blocks as necessary	(Outgoing Loan Number)
<p><b>A. GENERAL</b></p> <p>1. It is the borrower's responsibility to become familiar with stipulations covering this transaction.</p> <p>2. No loans shall leave the Bureau unit until all necessary paperwork is signed and in the possession of the appropriate Bureau unit curatorial staff.</p> <p>3. No loans will be made until necessary documentation has been received by the Bureau unit, including a formal letter of request from the borrower and an Outgoing Loan Agreement signed by both parties. A minimum of 30 calendar days should be allowed between receipt of the letter of request and the beginning of the loan period.</p> <p>4. Inspections of outgoing long-term loans (storage) shall be made at regular intervals, at the discretion of the (Bureau Unit Name).</p> <p>5. Long-term outgoing loans shall remain at the designated repository until such time as it is requested by the Bureau unit or until such time as the repository is unable to care for the loan in accordance with the loan stipulations. The loan may be terminated by either party, given 3 months notice, or within 30 days if the Bureau unit determines the loan stipulations are not being met.</p> <p>6. The borrowing institution is not permitted to make third party loans. Such loan requests shall be treated as an independent outgoing loan and negotiated between the Bureau unit (lending unit) and the second borrowing institution.</p> <p>7. Borrower agrees to incur all expenses relating to this loan unless otherwise noted.</p> <p>8. Museum property will be handled only by experienced, competent staff and protected by appropriate means from improper and unauthorized handling.</p> <p>9. Loans shall be made to institutions and not to individuals. Responsibility for meeting the terms agreed to in this loan agreement remains with the person signing this agreement and the institution represented.</p> <p>10. Museum property in the outgoing loan agreement made for purposes of curation and/or storage will be cataloged according to the <u>Museum Property Handbook</u>, Part II.</p>	<p>11. Borrower agrees not to use the museum property in this loan for commercial gain.</p> <p>12. If loaned material is to be displayed, the Bureau shall be credited for all materials furnished as part of this loan. The credit line shall read as noted on the face of this agreement. The Bureau is not responsible for the quality of the display or final interpretation placed on objects.</p> <p>13. Should loss, damage, or deterioration occur, whether in transit or on the borrower's premises, and regardless of who may be responsible therefore, it shall be reported as soon as practicable. Take photographs and document damage with dates, names, and other details of the occurrence and notify the unit in writing. It is understood that any necessary repairs will be arranged for or handled by Bureau staff, and that the borrower or its insurance company is liable for all costs resulting from damage, including the cost of conservation, for any reduction in value or replacement.</p> <p>14. The borrower shall provide a copy, at no cost, of any publication for which Bureau objects have been lent.</p> <p>15. The borrower, in the event of a change of address, shall provide the Bureau unit with written notification thereof within 15 days of such change.</p> <p>17. <u>YES</u> <u>NO</u>. Borrower will complete the American Association of Museums standard facility report.</p> <p>18. <u>YES</u> <u>NO</u>. The Bureau requires, at the expense of the borrower, an inspection and approval of the installation by a Bureau staff member.</p> <p><b>B. COPYRIGHT RESTRICTIONS</b></p> <p>1. Loaned materials are subject to restrictions outlined in the copyright law of the United States (Title 17, U.S. Code).</p> <p>2. Borrower will honor copyright restrictions as they apply to the collection and will ensure that users obtain the appropriate copyright releases when using the collections.</p>

Figure 5.6a Conditions for Outgoing Loans (to be attached or

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printed on the reverse of the outgoing loan agreement)

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**SAMPLE**  
**CONDITIONS FOR OUTGOING LOANS (Continued)**

(Outgoing Loan Number)

**C. INSURANCE**

1. All material shall be continuously and fully insured at the borrower's expense for the amount specified on the face of this agreement, unless waived as so noted on the face of this form. Insurance shall be wall-to-wall, and insured against all risks of physical loss or damage from any external causes while in transit and on location for the entire duration of the loan. Required insurance must be arranged and agreed to by the Bureau before museum property may be removed from Bureau premises.
2. Any lapses in coverage or any failure to secure insurance and/or any inaction by the Lender regarding notice will not release the borrower from liability for loss or damage.
3. Insurance values are confidential and are for the borrower's use only.
4. If insurance is waived, the borrower agrees to indemnify any and all loss or damage to the museum property occurring during the course of the loan, except for loss or damage resulting from inherent vice, war, and nuclear risk.
5. Borrower agrees to waive all claims and recourses against the Bureau for loss or damage to persons or property arising from this agreement. Borrower agrees to defend, indemnify, and save harmless the Bureau from all liability, loss, cost, or obligation on account of or arising out of any injury to any person or property of any kind, from any cause whatsoever, in any way connected with borrower's use of said property, including acceptance and re-delivery thereof.
6. Lending Bureau reserves the right to increase the amount of coverage, if reasonably justified.
7. Lending Bureau must be notified in writing at least 20 days prior to any cancellation or meaningful change in the borrower's insurance policy.
8.  **YES**  **NO**: If borrower holds insurance policy, borrower shall, prior to shipment of the loan, provide Bureau with a certificate of insurance.
9.  **YES**  **NO**: Borrower shall provide Bureau with a copy of the policy made out in favor of the Bureau for the duration of the loan. The policy should name the Bureau unit as an additional insured.

not be affixed by the borrower. No adhesives, including tape and pressure sensitive labels, may be used. No object and/or specimen may be drilled, punched, or otherwise modified for exhibition or other purposes.

**E. SECURITY AND ENVIRONMENTAL CONTROLS**

1. Borrower shall provide at all times, adequate security, personnel, and detection devices in order to protect objects against risk of damage, loss, or deterioration due to theft, vandalism, fire, smoke, and water. Adequate protection against insects, vermin, fungi, mold, and pollutants must be provided.
2. During exhibition museum property must be displayed in locked cases. Museum property too large to place in cases must be protected from handling by railings and have sufficient distance to avoid touching by the public.
3. Museum property shall be protected at all times against damage caused by exposure to direct sunlight, ultraviolet light, excessive humidity, or proximity to heating or cooling sources. To avoid damage by radiant heat, objects must be indirectly lit by incandescent lights when on exhibit. Inorganic material shall be stored and displayed under appropriate light levels. Organic materials shall be stored in darkness, and if viewed under fluorescent lights, the lights must be equipped with effective ultraviolet filters. For organic materials that have been painted, dyed, or otherwise treated, the light level while on display or under extended examination must not exceed 50 lux; for other organic materials, the level must not exceed 150 lux.
4. If these conditions cannot be met, the Lending Bureau must be advised, in writing, prior to the completion of the loan agreement.
5. Temperature and relative humidity levels are monitored on a daily basis. Temperature is maintained at 18-20°C, not exceeding 24°C. Control measures are in place to prevent abrupt changes in temperature. Relative humidity is controlled to prevent extreme levels (not exceeding 65% RH) and wide fluctuations (not exceeding ±3% RH per month). Relative humidity levels acceptable for the material and physical location of specific object/specimen types is maintained. Additional environmental requirements are attached.  **YES**  **NO**

**D. HANDLING AND CARE**

1.  **YES**  **NO**: Methods of storage and exhibition must be submitted and approved by the Lender before shipment.
2. Bureau numbers and tags on objects and/or specimens shall not be removed or altered. Borrower's loan numbers shall be temporarily placed; permanent numbers must

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**Figure 5.6b Conditions for Outgoing Loans (Continued)**

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**SAMPLE**  
**CONDITIONS FOR OUTGOING LOANS (Continued)** \_\_\_\_\_  
(Outgoing Loan Number)

**F. CONDITION, ALTERATION, AND CONSERVATION**

1. Each object or specimen shall remain in the condition in which it was received. No object or specimen shall be unframed, dismantled, cleaned, conserved, repaired, retouched, dissected, sampled, fumigated, or otherwise altered in any way without the prior, written permission of the lender. No item may be physically or chemically altered in any way, nor subjected to technical examination of any type. If such alteration or examination is deemed necessary for research purposes, the procedure and the expected results must be outlined fully, and permission granted in writing by the lender prior to the alteration.

2. Each object or specimen is considered to be in good condition unless otherwise noted. If damage or loss is noted at any time during duration of the loan, it must be reported in writing to the lender. Should damage occur in transit, all packing material should be saved for inspection.

**G. PACKING AND SHIPPING**

1. Packing and transportation shall be by safe methods designated and approved in advance by the lender. Borrower must comply with shipping and packing instructions provided by the Bureau. Costs of shipping and packing will be paid for by the borrower unless otherwise arranged. Lender will provide packing materials for the loan, and if necessary, materials will be paid for by borrower. Unpacking and repacking must be done by experienced personnel under competent supervision. The loan shall be repacked in the same manner as received and with the same packing materials if possible, unless otherwise mutually agreed upon by lender and borrower. All packing materials should be stored, if possible, during the loan period in a place fully conditioned to the same temperature and relative humidity as those under which the loan itself is stored or displayed.

**H. EXTENSIONS AND RECALL**

1. Any extension of the loan period must be requested in writing within 30 calendar days of the loan expiration date and accompanied by proof of insurance covering the loan for the period of the extension. Extension of this loan will be made by written notice.

2. The lender reserves the right to inspect or audit museum property on loan on short notice, if necessary. Should the lender desire to recall any of the loan material for its own purposes, it may do so on 30 days notice to the borrower. Loaned objects may be withdrawn without prior written notice if it is determined that they are receiving improper care.

3. Borrower agrees to give thirty (30) days written notice to the lender if electing to cancel this loan prior to the term of this loan agreement.

**I. ACCESS**

1. Borrower agrees to provide access to original material only when the individual

requesting access has exhausted other options, such as photographs or reproductions.

2. Use of original material will be restricted to a supervised area upon approved application and under supervision of the Borrower's staff. Researchers will be subject to the lender's current user rules and restrictions.

3. Borrower will provide access to lender staff or representatives during regular hours of operation.

4. Borrower will enable the lender to obtain original items or copies thereof at cost from the collection for use by the lender.

5. Borrower will provide annual access to the Lending Bureau or unit manager or his/her representative for purposes of ascertaining the condition of the collection.

6. Borrower is subject to Bureau annual inventory procedures as noted in the Museum Property Handbook, Part II.

**J. PHOTOGRAPHY**

Unless otherwise agreed to in writing, no reproductions are permitted by the borrower except photographic copies for condition reports, documentation, and publicity uses related to the stated purpose of this loan.

**K. INSTRUCTIONS**

The original loan agreement and a copy will be signed by the authorized officials of the borrower and the lender. The signed original of the loan agreement is returned to the lender and a copy is retained by the borrower. The loan will not be released until the signed loan agreement has been received.

**L. ADDITIONAL CONDITIONS:**

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**Figure 5.6c Conditions for Outgoing Loans (Continued)**



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Page \_\_\_\_\_ of \_\_\_\_\_

Outgoing Loan Number \_\_\_\_\_

Bureau and/or Unit Name \_\_\_\_\_

**SAMPLE  
 OUTGOING LOAN LIST**

**LIST OF OBJECTS AND/OR SPECIMENS**

ITEM COUNT	CATALOG NUMBER	OBJECT AND/OR SPECIMEN NAME	DESCRIPTION AND CONDITION	INSURANCE VALUE (ASSIGNED BY LENDER)	LOAN RETURN STATUS	
					DATE OBJECT AND/OR SPECIMEN RETURNED	partial _____ complete _____
			(if additional space is necessary, attach extra sheet)			

Release Date:  
New

5:57

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**Figure 5.7 Outgoing Loan List**

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OUTGOING LOAN NUMBER:	<div style="border: 1px solid black; padding: 10px;"> <p><b>INSTRUCTIONS:</b> This Outgoing Loan Folder is used whenever a unit lends museum property to other units or non-bureau institutions. All documents relating to the outgoing loan are to be filed in this folder.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p><b>A. TYPE OF LOAN</b></p> <p>G 1. SHORT-TERM OUTGOING LOAN                      G within bureau                      G outside bureau</p> <p>G 2. LONG-TERM OUTGOING LOAN                      G within bureau                      G outside bureau</p> <p><b>B. PURPOSE</b></p> <p>G Exhibit                      G Curation                      G Study                         G Storage                      G Conservation G Other (describe):                      G Exhibit Preparation</p> </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p><b>C. OUTGOING LOAN AGREEMENT DOCUMENTATION</b></p> <p>Initiation Date _____                      Termination Date _____                      GOutgoing Loan Agreement and List                      GCorrespondence relating to outgoing loan                      GInsurance documents                      GShipping documents                      GPacking documents                      GConservation records                      GRestriction records relating to outgoing loan                      GPhotographs                      GFacility Report                      GOther(Specify): _____</p> </td> </tr> </table> </div>	<p><b>A. TYPE OF LOAN</b></p> <p>G 1. SHORT-TERM OUTGOING LOAN                      G within bureau                      G outside bureau</p> <p>G 2. LONG-TERM OUTGOING LOAN                      G within bureau                      G outside bureau</p> <p><b>B. PURPOSE</b></p> <p>G Exhibit                      G Curation                      G Study                         G Storage                      G Conservation G Other (describe):                      G Exhibit Preparation</p>	<p><b>C. OUTGOING LOAN AGREEMENT DOCUMENTATION</b></p> <p>Initiation Date _____                      Termination Date _____                      GOutgoing Loan Agreement and List                      GCorrespondence relating to outgoing loan                      GInsurance documents                      GShipping documents                      GPacking documents                      GConservation records                      GRestriction records relating to outgoing loan                      GPhotographs                      GFacility Report                      GOther(Specify): _____</p>
<p><b>A. TYPE OF LOAN</b></p> <p>G 1. SHORT-TERM OUTGOING LOAN                      G within bureau                      G outside bureau</p> <p>G 2. LONG-TERM OUTGOING LOAN                      G within bureau                      G outside bureau</p> <p><b>B. PURPOSE</b></p> <p>G Exhibit                      G Curation                      G Study                         G Storage                      G Conservation G Other (describe):                      G Exhibit Preparation</p>	<p><b>C. OUTGOING LOAN AGREEMENT DOCUMENTATION</b></p> <p>Initiation Date _____                      Termination Date _____                      GOutgoing Loan Agreement and List                      GCorrespondence relating to outgoing loan                      GInsurance documents                      GShipping documents                      GPacking documents                      GConservation records                      GRestriction records relating to outgoing loan                      GPhotographs                      GFacility Report                      GOther(Specify): _____</p>		
<div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>D. RETURN OF LOAN</b></p> <p>GLoan Returned                      GLoan extension request and documents</p> <p>Partial:                                      Partial:                      Complete:                                   Complete:</p> <p>GDate Loan Returned:                      GDate Extended Loan Returned:</p> <p>Partial:                                      Partial:                      Complete:                                   Complete:</p> </div>			

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**Figure 5.8 Outgoing Loan Folder (Sample)**

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**STANDARD FACILITY REPORT**  
*Approved by the Registrars Committee  
American Association of Museums, June 1988*

=====

INSTITUTION: \_\_\_\_\_

*Summary Remarks (For use by lending institution)*

SUMMARY OF ATTACHMENTS\_ Staff list \_\_\_\_\_ Floor Plan with portable fire extinguishers and  
("X" those attached): \_\_\_\_\_ Exterior photograph \_\_\_\_\_ temporary exhibition spaces indicated  
\_\_\_\_\_ Photograph of storage area used for\_ Brochure  
\_\_\_\_\_ loans \_\_\_\_\_

---

Instructions for Completing Evaluation Form

Borrowing Institution Fill in all information requested.

Lending Institution Questions providing key information begin at left margin.  
Questions providing more detailed information are indented.

1. GENERAL INFORMATION

1.1 Mailing address \_\_\_\_\_  
\_\_\_\_\_

1.2 Street address \_\_\_\_\_  
(if different) \_\_\_\_\_

1.3 Shipping address \_\_\_\_\_  
(if different) \_\_\_\_\_

1.4 Telephone number \_\_\_\_\_ Cable number \_\_\_\_\_

1.5 Telex number \_\_\_\_\_ Telefax number \_\_\_\_\_

*[For 24-hour emergency contacts, see attached staff list]*

**Figure 5.9 Standard Facility Report** (First page only; see

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Section G.1.b.1 of this Chapter)

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**SAMPLE  
REQUEST FOR OUTGOING LOAN EXTENSION**

(Bureau Name) Lending Unit: \_\_\_\_\_ (Outgoing Loan Number) \_\_\_\_\_

Address: \_\_\_\_\_ (P.O. Box or Street)  
\_\_\_\_\_ (City, State, Zip)

Responsible Official (Lending Unit): \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Responsible official (Borrower), \_\_\_\_\_

Borrower requests permission to extend the duration of the Outgoing Loan Agreement.

Original Initiation Date of loan agreement: \_\_\_\_\_ Original Termination Date of loan agreement: \_\_\_\_\_

Date of request: \_\_\_\_\_

Length of extension requested: \_\_\_\_\_

Extension granted  
G Yes G No

Length of extension granted: \_\_\_\_\_

Extension granted by: \_\_\_\_\_  
(Responsible Lending Official)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Conditions and/or Comments:

**BORROWER NAME (INSTITUTION):**

Address: \_\_\_\_\_ (Department)  
\_\_\_\_\_ (P.O. Box or Street)  
\_\_\_\_\_ (City, State, Zip)

Borrower's Responsible Official: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

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**Figure 5.10 Request for Outgoing Loan Extension**



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**SAMPLE  
COOPERATIVE AGREEMENT**

**Archeological Research and Curation of Objects & Specimens**

**UNIVERSITY OF XXX and BUREAU**

**ARTICLE I: BACKGROUND AND OBJECTIVES**

This Subagreement No. X to Cooperative Agreement No. XXX between the University of \_\_\_\_\_ and the Bureau is for the purpose of cataloging archeological objects and specimens recovered from \_\_\_\_\_ (unit name).

Objectives to this project are to:

1. Perform basic level preservation for excavated objects and records;
2. Number and catalog objects and records according to Department of the Interior (DOI) Museum Property Handbook, Part II (Museum Documentation), and bureau-specific guidance;
3. Automate the necessary excavation, catalog, preservation, and inventory information according to DOI standards and Bureau procedures;
4. Maintain objects and records in secure, environmentally acceptable storage;
5. Produce computer-generated paper catalog cards, inventory, and selected reports.
6. Provide the unit with electronic backup (tape and disk) of the catalog database;

**ARTICLE II: STATEMENT OF WORK**

1. The University agrees to:
  - a. Perform basic level preservation for an estimated \_\_\_\_\_ objects and records from excavations from \_\_\_\_\_. In particular, this will consist of removing excess dirt and incrustation by washing and mechanical methods. Advanced methods of conservation must have the prior approval of the Contracting Officer's Technical Representative.
  - b. Perform full cataloging for an estimated \_\_\_\_\_ objects and associated records from excavations from \_\_\_\_\_. All cataloging is to be per the standards as set forth in the DOI Museum Property Handbook, Part II (Museum Documentation) and Bureau-specific guidance. Cataloging may be by individual object, or by lot, as determined by the provenience level established by survey or excavation methods and following prescribed procedures.
  - c. Enter the required excavation, catalog, and inventory information as per the DOI Museum Property Handbook, Part II, and bureau-specific procedures.

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**Figure 5.11a Cooperative Agreement**

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**SAMPLE**  
**COOPERATIVE AGREEMENT (Continued)**

- d. Place objects and records recovered from site in secure, environmentally controlled storage using methods and materials supplied by Bureau. All containers are to be clearly marked with the appropriate site information (in the case of scientific samples) as well as the catalog numbers (in case of individually cataloged objects and records). The primary storage area is to be monitored via recording hydrothermographs and the charts maintained on record.
  - e. Provide the Contracting Officer's Technical Representative with two (2) copies of each catalog record, and three (3) copies of a work inventory.
2. The Bureau agrees to:
- a. Provide the necessary technical advice necessary to support the preservation of excavated objects and records to Bureau standards.
  - b. Provide the necessary on-site training to university personnel required for the cataloging of excavated objects and records.
  - c. Provide appropriate chapters of the DOI Museum Property Handbook, Part II, and Bureau-specific guidance.
  - d. Provide the catalog system records and user manual required to catalog and inventory excavated objects and records.
  - e. Provide the necessary on-site training to University personnel required for storage and maintenance of excavated objects and records.
  - f. Pay the University on a cost-reimbursement basis for work performed. Total reimbursement for this Subagreement shall not exceed \_\_\_\_\_.
  - g. Make progress payments upon receipt of itemized invoices submitted by the University in accordance with the Bureau General Procedure for Cooperative Agreements.
  - h. Make the final payment upon receipt of final catalog cards and inventory for objects and their associated records from excavations : \_\_\_\_\_.
  - i. Assign the Accountable Officer as Contracting Officer's Technical Representative.

**ARTICLE III: TERM OF AGREEMENT**

This agreement shall become effective upon signing and shall continue in effect until \_\_\_\_\_ (date).

**ARTICLE IV: KEY OFFICIALS**

The Accountable Officer of the Bureau through the unit manager shall be the key Bureau official.

The Director shall be the key official for the University of \_\_\_\_\_ and will assume leadership in negotiation of this subagreement for the University shall have oversight responsibility of the University performance under this Agreement.

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**Figure 5.11b Cooperative Agreement (Continued)**

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**SAMPLE  
COOPERATIVE AGREEMENT (Continued)**

**ARTICLE V: AWARD**

This agreement No. \_\_\_\_\_ is awarded to the University in an amount not to exceed \$ \_\_\_\_\_. The University shall submit itemized invoice to the Contracting Officer's Technical Representative. Computerized listings of expenditure prepared by the University for this project will be acceptable documentation and these supporting expenditures must be submitted with each invoice submitted for payment. Original field accounting documents shall be maintained at each University. The Contracting Officer's Technical Representative will certify that the work has been performed and payment is justified. The Contracting Officer will forward each invoice to the Contracting Officer for processing. The Contracting Officer will authorize and process payment to the University in an amount not to exceed \$ \_\_\_\_\_.

Subsequent award assistance is subject to availability of funding and shall be made by modification if funds become available and are incorporated hereinto.

All provisions as set forth in the above referenced agreement apply to this Subagreement.

**ARTICLE VI: REPORTS**

As required by the Curator.

**ARTICLE VII: TERMINATION**

This agreement may be terminated by either party in accordance with the General Provisions enclosed with Cooperative Agreement No. XXX.

**ARTICLE VIII: REQUIRED COMPLIANCE**

During the performance of this agreement, the participants agree to abide by the terms of executive Order 11246 on nondiscrimination and will not discriminate against any person because of race, color, religion, sex, or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex, or national origin.

No member or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this agreement, or to any benefit that may arise therefrom. This provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.

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**Figure 5.11c Cooperative Agreement (Continued)**

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**SAMPLE  
COOPERATIVE AGREEMENT (Continued)**

**ARTICLE IX: PAYMENTS**

Payments will be made on a \_\_\_\_\_ basis upon approval of itemized invoices provided by the University.

IN WITNESS WHEREOF, each party hereto has caused this Interagency Agreement to be executed by an authorized official on the day \_\_\_\_\_ and year set forth  
signatures.

**BUREAU**

Contracting Officer: \_\_\_\_\_  
(Signature) (Date)

Accountable Officer: \_\_\_\_\_  
(Signature) (Date)

**UNIVERSITY OF \_\_\_\_\_**

University Director: \_\_\_\_\_  
(Signature)(Date)

Executive Vice President/Provost: \_\_\_\_\_  
(Signature)(Date)

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**Figure 5.11d Cooperative Agreement (Continued)**



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