

LOAN POLICY

The Logan Museum of Anthropology facilitate loans to and from the Museum for the purpose of scholarly research, educational or community out-reach, exhibition, and for conservation treatment or analysis. Loans serve to broaden public access to collections and to encourage research on the collections.

Loans are generally made only to recognized museums or educational, cultural, or scientific institutions. They are not made for commercial or for profit purposes. Loans requested by students must have authorization by a faculty sponsor on behalf of the sponsor's Department.

Authorizations:

Requests for loans must be received in writing at least **three months** prior to the intended dates at loan venue and should be received from an individual authorized to request loans on behalf of their institution. Formal loan requests must include the intended purpose, location, and proposed dates. If the loan is for exhibition purposes, please provide the Museum with an exhibition prospectus with the written loan request.

All requests for loans from the Logan Museum of Anthropology must be approved by the Director, or in his/her absence, a committee comprised of Museum staff members. Formal loan requests should be sent to the above address to the attention of the Museum's Curator of Collections, Nicolette B. Meister.

Materials requested for loan must be suitable to the reason for the loan and able to withstand packing, shipping, handling, and purposes for which the loan is made. Loans of material covered by the UNESCO Convention on Cultural Property and the Native American Grave Protection and Repatriation Act or of other international, federal, state and local regulations are made only in accordance with those regulations and may require special permits.

Conditions Governing Loans:

1. A Logan Museum of Anthropology Loan Agreement will be used to document all out-going loan transactions. For incoming loans, the Logan Museum of Anthropology may use the lending institution's loan form if appropriate.
2. All transportation charges and fees for loan items will be paid for by the Borrower unless otherwise agreed upon. Objects will be returned to the Logan Museum of Anthropology using the same packing materials provided and using, where practicable, the same mode of transportation.
3. Borrower may be requested to pay for recoverable costs, which may include insurance appraisals, conservation, couriering, exhibit preparation, administrative time, and packing/crating supplies.

4. Borrower will provide loan items with protection from temperature and humidity extremes, excessive lighting, and handling by unauthorized persons. An **AAM Standard Facility Report** is required prior to the release of loan material.
5. Borrower will insure all loaned objects at the value stated by Beloit College, wall to wall, subject only to the standard exclusions, against all risk of physical loss and/or damage from any external cause whatsoever, whether in transit or upon Borrower's premises. Logan Museum of Anthropology reserves the right to request a **Certificate of Insurance** from the Borrower's agent prior to the release of loan items.
6. Damage to loaned items, whether in transit or upon Borrower's premises, will be reported to the Logan Museum of Anthropology's Curator of Collections within 24 hours of the occurrence.
7. No repairs, restoration, cleaning or alterations will be performed by Borrower without express written consent from the Logan Museum of Anthropology.
8. Borrower is permitted to photograph and otherwise reproduce graphically, loaned objects for publicity, record-keeping, education and other non-commercial purposes. All publicity and publications must credit Beloit College, Logan Museum of Anthropology. The Borrower will provide the Logan Museum of Anthropology with a complementary copy of all publicity announcements and catalogues featuring works from the collections.
9. The Logan Museum of Anthropology does not have publication quality photography facilities located on-site. Requests for publication quality images are contracted to vendors outside the Museum. All expenses incurred will be paid for by the Borrower unless otherwise agreed upon. The Borrower will provide the Logan Museum of Anthropology with a complementary set of all images produced at the Borrower's request.
10. Loaned objects will remain in the Borrower's possession until returned to the Logan Museum of Anthropology. Return to another party other than the Logan Museum of Anthropology must be approved in writing.
11. In the case of international loans, Logan Museum of Anthropology will provide proper U.S. customs export documentation. However, the Borrower will be responsible for all customs-related fees, such as licensing, processing, brokerage, etc. A Logan Museum representative may be required to accompany the loan.

Contact Information:

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