LOAN POLICY

DEFINITION: *Loans are temporary transfers of objects from one institution or individual to a qualified borrower in which no transfer of ownership occurs. The Madison County Historical Museum and Archival Library (MCHM & AL) will send and receive loans for the purposes of exhibition, research, conservation, or digitization. MCHM & AL will extend the same high standards of care to items on loan as it does to objects in the Madison County Historical Society's (MCHS) permanent collections.*

Loan Overview

Loans from the collections are made at the recommendation of the Museum Curator or Archival Research Manager, with final approval from the Madison County Historical Society (MCHS) Board of Directors. Requests for outgoing loans must be made in writing a minimum of sixty (60) days in advance of the requested loan date and the borrower must include a current American Alliance of Museums (AAM) Facilities Report with the request. If the request or proposal is initially presented to the Museum Superintendent or to any other staff member, a copy of the request or proposal is sent to the appropriate staff member as soon as possible. Borrowing institutions must be in good standing in their community, establish their credentials and purpose for the loan, and fully conform to security and environmental requirements. (Please See Madison County Historical Society (MCHS) Agreement for Outgoing Loans for Exhibition) Neither the Museum nor Archival Library accepts indefinite, permanent, or long-term loans nor do they loan out items for indefinite periods of time. Any such loans already in existence will be reviewed by staff and reported to the Collections Committee on an annual basis at the same time as the insurance renewal.

The MCHM & AL will not loan any items of the Society's collection to individuals or offices for research purposes or for use in publications. Patrons in need of photographic materials may have reproductions made at their expense. Special loan requests will not normally be considered. Any exception must be approved by the MCHS Board of Directors. Loans are not made for personal use or for commercial purposes. The Archival Library will not consider requests for loans of original documentary items (including but not limited to photographs, documents, or maps) unless the borrower can show a need to exhibit the original object.

Outgoing Loans

The duration of a loan must be specified on the Loan Agreement and cannot exceed three years. Requests for loan extensions are evaluated by the Museum Curator or Archival Research Manager and approved by the MCHS Board of Directors upon the recommendation of the Collections Committee. If granted, loan extensions must also be for a specified period of time, not exceeding three years. All borrowing institutions must certify to MCHS that they are able to provide professional, museum-quality care for loaned objects before an outgoing loan will be approved. (Please See Madison County Historical Society (MCHS) Agreement for Outgoing Loans for Exhibition) Works of art on paper are not loaned, but a high-quality reproduction can be requested. The borrower may be subjected to fees for the print. Loans from the MCHS artifact collection for exhibition purposes are considered only for not-for-profit museums or not-for-profit educational institutions and museums that demonstrate an adherence to the criteria described in the following section.

Borrowing institutions are required to insure outgoing loans of objects from the MCHS collections throughout the duration of the loan beginning with the departure from the MCHS complex through the return to the complex. Outgoing loan agreements must include an agreement stating who is responsible for insurance fees, the dates of insurance coverage and the value of the borrowed objects. The Museum will request a Certificate of Insurance and evidence of property insurance prior to the release of any objects for outgoing loans.[1] Insurance is not required for outgoing loans from the Educational Collection.

[1] For example, if the value of the item(s) borrowed is $1,000, the borrowing institution must produce a certificate of insurance that covers the entire $1,000, including proof of financial solvency that will cover any deductible.

Responsibilities for Handling Outgoing Loans

The Archival Research Manager is responsible for all outgoing loans from the Archival Library.

The Museum Curator is responsible for outgoing loans from the Museum.

The Collections Committee reviews and recommends to approve or decline an outgoing loan request from the collections based on information presented by staff. The MCHS Board of Directors will vote to approve or deny the request.

The authority to recall the loan prior to the noted end date rests with the Archival Research Manager and Museum Curator. MCHM & AL staff will notify Collections Committee chair that loan was recalled.

Outgoing Loans

Requests for loans from the MCHS collections will be evaluated according to the following criteria:

1) object's physical condition and the associated potential risks; the object is not judged to be too fragile to withstand the associated handling, shipping, exhibition, and changes in climate
2) conditions during the loan period will not endanger the object
3) object is needed for current or pending in-house exhibits, programs, or research
4) uniqueness and rarity of intellectual and aesthetic value of the objects requested
5) potential issues of cultural sensitivity
6) borrower's effectiveness in fulfilling its mission and purpose as a museum or educational institution
7) borrower's demonstrated ability and commitment to provide care and security as appropriate for the loaned objects (including AAM Facilities report)
8) appropriate provisions for shipping and transport of the loaned objects
9) appropriate provisions for the care, handling, and mounting procedures of objects
10) appropriate provisions for insurance
11) availability of MCHS financial resources, MCHM & AL staff, time, and other resources to meet all anticipated costs by requested date
12) agreement on responsibilities for all associated costs and arrangements
13) item is free of any and all restrictions, encumbrances and liens
14) all appropriate steps are completed to protect the Museum and the lender from any and all potential copyright infringement, if relevant
15) if the borrower is responsible for insurance, a Certificate of Insurance must be provided as proof before the item is released
16) object is identified while on exhibit as "Courtesy of Madison County Historical Society (IL)"
17) all long-term loans will be evaluated annually

Loans to Government Offices/ Public Space

Loans are generally not made to members of the Madison County Government for decorative purposes. However, certain MCHS artifacts may be loaned to be placed at specific and appropriate locations in Madison County government buildings. These objects are considered to be on special loan and may be removed at any time at the discretion of MCHM & AL staff or MCHS Board of Directors. Loans will be made to a department or office and not to an individual.

Objects may not be moved without permission from MCHM & AL staff or MCHS Board of Directors and documented on loan forms. It is the responsibility of the borrowing office to immediately report any damage to or change in the condition of the object to the appropriate MCHS staff member. The MCHM & AL staff member will notify the Collections Committee Chairperson that the object has been moved and to where it has been moved. For more details, contact the Museum Curator at 618-656-7562 or the Archival Research Manager at 618-656-7569.

Loans for Conservation, Restoration, or Replication

Loans from the artifact or archival collection for conservation, restoration, or replication are made only to qualified institutions, scientific laboratories, or individuals. Requests for conservation or replication work will start with the Archival Research Manager or Museum Curator, who will then bring the issue to the Collections Committee for a recommendation to the MCHS Board of Directors for a final vote. All cost estimates, scope of work details, and preparer qualifications will be provided to the Collections Committee to present to the MCHS Board of Directors.

Incoming Loans

Incoming Loans

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

Requests for loans to the Madison County Archival Library are made by the Archival Research Manager and are reviewed with consideration of the object's provenance, its condition, the clarity of rights and title, the presence of lender-imposed restrictions, and the associated costs of the loan.

The MCHM & AL does not accept incoming loans offered for the purposes of commercial exploitation of the object or to increase the value of the object when sold, nor does it provide long- or short-term storage services.

Responsibilities for Handling Incoming Loans

The Archival Research Manager is responsible for all incoming loans to the Archival Library.

The Museum Curator is responsible for incoming loans to the Museum.

The Collections Committee reviews and recommends approval or denial for incoming loans if special restrictions or requests are attached to the loan. The recommendation is sent to the MCHS Board of Directors for a final determination.

Incoming Loans

1) objects may be borrowed from individuals, organizations, or institutions
2) all exhibit loans from institutions or organizations must have a written Incoming Loan Agreement naming all rights and responsibilities, including fees and insurance requirements associated with the loan; agreements may originate or be accompanied by documents from the lender*; if the terms and conditions of the incoming loan agreement places a greater burden of risk on MCHS than standard, the Archival Research Manager or Museum Curator will consult with the MCHS Board of Directors prior to accepting the agreement*
3) exhibit loans from individuals may use the standard loan form provided by the Archival Library or Museum
4) no permanent or long-term loans will be accepted
5) the Museum and Archival Library will not knowingly accept incoming loans of objects acquired or collected through illegal means or items not in compliance with all applicable international, national, state, and local laws and regulations
6) all borrowed objects shall be reviewed by the lending institution for physical condition prior to shipping to the MCHS complex and a copy of the condition report and relevant photos shall accompany the item to the borrowing institution

Permanent or Long Term Loans

No artifacts or documentary items (including, but not limited to photographs, maps, and letters) will be accepted on a long term or permanent basis.

Loans for Identification or Reproduction
Items brought in by visitors, with the approval of the Archival Research Manager or Museum Curator, may be left temporarily in the custody of MCHM & AL staff to reproduce, identify, study, or examine as a public service. The item(s) remain in MCHM & AL custody until the reproductions have been created or identification made. Items left in the temporary custody must be documented, with the owner being issued a Temporary Custody Receipt.

NOTES
Complex: MCHS owns three buildings (Archival Library, Museum at the Weir House, and Helms Collection Center). Loans may be returned to one of the three buildings, as directed by MCHM & AL staff.