MONTANA HERITAGE COMMISSION

INCOMING LOAN POLICY

1. No loans shall be accepted from individuals, corporations, or other groups unless the item is of special and unique value to a particular study or exhibit. This policy shall prevail because of the expense in housing, handling, maintaining and insuring such items.

2. The Commission may insure loaned items but shall assume no liability in excess of that stated in the loan agreement.

3. No loan period shall exceed one year unless renewed by both parties.

4. Loans representing a significant financial impact must be approved by a majority of the Commission.

5. The Commission will use a standard loan form for all incoming loans. This form is attached.

6. Should any item be accepted for loan, the lender shall provide written details to the Commission specifying the period of the loan, insured value and other pertinent information relative to the use and care of the item. This document shall become part of the loan agreement signed by the Curator of Collections or designee, with an original retained in Virginia City at the McFarland Curatorial Center and copied to the Executive Director.

7. The following conditions shall be presented to the lender, along with any special conditions, and the loan form, and signed by the lender and the Curator of Collections or other appointed representative of the Commission prior to reception of the loan on Commission property:

a. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the Lender. The condition is understood to be as stated on the loan form.

b. All damages to objects at any point in this loan from the out date until returned will be reported to the Lender immediately.

c. The object(s) will not be lent by the Commission to a third party.

d. The Commission is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The Commission is responsible for returning the loan at the time stated.

e. The lender may request a change in the loan period. Early return of loaned objects must be made at least 15 working days in advance.

f. The Lender may require proof of insurance and may wish to receive a copy of the insurance policy.

g. The Commission agrees to use the loan only for the purposes agreed upon.

h. All loans are subject to the approval of the Montana Heritage Preservation and Development Commission.

i. The Commission will acknowledge receipt of the objects listed on said form. The Commission assumes full responsibility for the objects subject to the policy and special conditions noted on the form until the return of the objects to the Lender.

Approved by Senator Dale Mahlum, Chairman & Jeffrey Tiberi, Executive Director