MONTANA HERITAGE COMMISSION

OUTGOING LOAN AND RENTAL POLICY

GENERAL POLICY

There is a presumption, expressed and implied, that items in the care of the Montana Heritage Commission (Commission) were given, purchased or loaned for the purpose of long-term care solely by the Commission. Because outgoing loans or rentals may create unnecessary risks of damage, theft, or loss, the Commission will refrain from loan or rental of the objects under its ownership except as meets the following policy.

LOANS

General Conditions: Objects from the Virginia City Collections may be loaned for exhibition, conservation, or educational purposes. All requests for loans shall be made to the Curator of Collections or his/her designee. Loans require approval by the Preservation & Interpretation Committee of the Montana Heritage Commission, and by the Commission. The conditions of the loan of any object are intended to protect the object and provide for its safe return. Such conditions include, but are not restricted to, the following terms:

1. Borrowers must provide all information requested on the outgoing loan agreement, and additional information as requested including method of transportation, security precautions, site or storage specifics, responsibility for payment of packing/crating and transportation expenses to and from the Heritage Commission grounds.

2. Only requests for specific items will be considered.

a. Requests of loans for exhibit must be accompanied by an explanation of how requested objects will contribute to the exhibit.

b. Requests of loans for educational purposes must specify the program and how the loan will be used.

c. Requests for loans for conservation purposes must be accompanied by a conservation treatment plan.

3. The borrower may be required to complete a facilities report. This report must demonstrate acceptable standards and procedures in artifact handling and security. Special environmental conditions must be met for textiles, costume, archival materials, works on paper, and other fragile objects.

4. The borrower shall furnish the McFarland Curatorial Center with a condition report upon the loan's arrival at the borrowing site or at any time during the loan as requested.

5. No item may be cleaned, altered, or repaired in anyway without written permission of the Curator of Collections or his/her designee. Any damage to loaned objects shall be reported immediately to the Curator of Collections.

6. A Certificate of Insurance may be required before any loan is transported to a borrowing institution. All loaned objects must be covered for property damage as well as liability for full replacement value of like kind and quality.

7. Photographs of loaned objects may not be taken without permission of the Curator of Collections. Duplicates of all photographs must be provided to the lending institution.

8. Loan terms may not exceed one year without express permission. Loans exceeding one year must be reviewed annually. Loans of textile or paper objects may be limited to six months. Extension of any loan must be duly authorized and approved. Loaned items may be subject to recall by the McFarland Curatorial Center or the Montana Heritage Commission.

9. Loaned items may not be loaned by the borrower for any reason.

10. Loaned items must be identified and credited in the borrower's exhibit labels and/or publications as specified by the lender.

Loan Procedures:

1. Subject to compliance with the General Conditions, collection objects may be loaned to recognized museums, galleries, historical societies, and bona fide organizations and corporations.

2. Loans may be made for exhibit, conservation or educational purposes, or other purpose as approved by the Preservation & Interpretation Committee of the Commission and by the Commission.

3. Requests for loan of collections objects shall be presented to the Curator of Collections or designated staff. As soon as possible, the Site Manager will present, with appropriate comments, the request for review by the Executive Director and the P&I Committee. Following approval of the loan by the P&I Committee, the request will be presented for approval by the Commission. No loan of items shall be made without the approval of the majority of the Commission, or a majority of the Executive Committee, as set forth in the minutes of a formal meeting of the Commission or the Executive Committee.

4. The conditions of loan of a collection item shall be intended to protect the item and provide for its safe return. Such conditions shall include but not be restricted to the following information and terms, as stated on the Loan Agreement Form:

• Complete information concerning the person, corporation or department requesting the loan.

• The term of the loan, specifically the beginning and end dates of the loan period.

• The method and cost of transportation.

• Security precautions at the place in which objects will be housed.

• Place and occasion of exhibit or project.

• Title and authority of the person making the request.

• Complete description of the items loaned, including catalog number (when appropriate) and current replacement value.

5. The items loaned must be identified in all publications and exhibit labels as "On loan from the Virginia City Collections of the Montana Heritage Commission".

6. Loan periods may not exceed one year without express permission of the Commission. Loans of textiles or paper objects may be limited to six months. Extension of any loan period must be duly authorized and approved. Loaned items may be subject to recall by the Commission.

7. Should there be a delay in the return of the loan, a provision shall be made and agreed to by both parties that an officer or employee of the Commission may retrieve an unreturned item at the expense of the entity delaying the return.

8. Loaned items may not be loaned by the borrower to any other person, organization, or agency.

9. Control and documentation of loaned item(s) are fixed with the Curator of Collections or subordinate. The loan agreement shall be made in duplicate, be numbered, dated, and duly signed and authorized. The original copy will be kept in Curator of Collections' files, and the duplicate kept at the Commission office in Helena.

10. The Borrower shall be contacted by the Curator of Collections in writing at least 15 days prior to the end of the loan period, noting the end of the loan, and requesting information on the return of the loan.

11. Returned loans will be thoroughly examined and any changes in physical condition documented.

RENTALS

1. Except as noted below, rentals of collection objects shall be subject to all of the restrictions and policies of outgoing loans.

2. Additional requirements will be considered when renting rare or fragile items.

3. Rental of collection objects differs from loans in its purpose, destination, and that a fee is charged. "Rental" refers to objects being removed from Commission property for the purpose of such a fee-based loan, and does not apply to on-site use of collections. On-site use of collections is covered in the Commission's Film Policy and other policies.

4. Rentals may be made to motion picture companies or other commercial endeavors, for the purpose of revenue for collections care or promotion of the Heritage Commission, Virginia City, and/or the State of Montana. It should be emphasized to such entities that extreme care for collection objects is required.

5. Requests for rentals must be presented to and approved by the P&I Committee and the Commission as described above.

6. The Renter shall provide complete insurance at the replacement value determined by the Commission.

7. Minimum fees for rentals shall be derived from a predetermined percentage of the value of the objects(s), and shall take into account staff time required to prepare and ship the object and any other costs incurred or expected.

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