

# University of Alaska Museum

## EARTH SCIENCE DEPARTMENT LOAN POLICY

All collection loans are inter-institutional (between the University of Alaska Museum and another institution, government agency, or private corporation), and are only made to legitimate professionals with a demonstrable need for temporary physical possession of objects.

### OUTGOING LOAN AGREEMENT

#### **I. CARE, PRESERVATION, AND DESTRUCTIVE ANALYSIS**

Objects borrowed shall be given proper care to protect against loss, damage, or deterioration. The borrower agrees to comply with any special requirements for installation and handling noted by lender or required by best practices in the profession. All objects lent by the University of Alaska Museum (UAM) Earth Science Department will have been thoroughly examined and documented in a condition report prior to loan and are considered to be in sound condition for loan. The borrower will review such documentation upon receipt of the loan, as well as prior to return, noting any changes to condition. If the specimen is lost, or damage is discovered, the UAM Earth Science Department must be notified immediately, to be followed by a written report including photographs. The borrower assumes full responsibility for any loss or damage to the materials at all times that the objects are not in the custody of UAM Earth Science Department. The borrower will not transfer possession, remove tags, repair, clean, alter, or restore objects it has received on loan without express written approval from the UAM Earth Science Department. Objects must be maintained in a building equipped to protect them from fire, smoke, or flood damage; under 24-hour physical and/or electric security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means. The borrower will not perform destructive analysis on any object without prior express written approval from the Curator of the Earth Science Department.

#### **II. INSURANCE**

The borrower is required to have insurance for the value stated on the face of this agreement under an all-risk, wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice, repairing, restoration, or retouching process; hostile or warlike action, insurrection, rebellion, nuclear radiation, or radioactive contamination.

The borrower hereby guarantees that the required coverage as described above will be secured and maintained throughout the term of this loan and that the UAM Earth Science Department will be named as additional insured. The UAM Earth Science Department requests documentary evidence of such coverage such as a copy of the policy or a certificate of insurance. If the borrower fails to secure and maintain said insurance, the borrower will, nevertheless, be required to respond financially in case of loss or damage in full.

Insurance value may be reviewed periodically and the UAM Earth Science Department reserves the right to increase coverage if reasonably justified. If insurance is waived by the UAM Earth Science Department in writing (see below), the borrower agrees to compensate the museum for any and all loss or damage to the objects occurring during the course of the loan.

#### **III. PACKING AND TRANSPORTATION**

Packing and transportation shall be by safe methods and carriers approved in advance by UAM Earth Science Department. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar material and boxes, and by the same methods as the objects were packed by UAM Earth Science Department. Any additional instructions will be followed. The borrower must comply with government regulations in international shipments. Unless otherwise agreed, the borrower is responsible for following its country's import/export requirements and UAM Earth Science Department is responsible for complying with its country's import/export requirements.

#### **IV. REPRODUCTION / DOCUMENTATION / CREDIT**

Each object shall be labeled and credited to the University of Alaska Museum Earth Science Department using the institutional acronym "UAMES" followed by a specimen identifier. Unless advised by the UAM Earth Science Department in writing, the visiting public may take impromptu photographs, but no other reproduction is permitted other than photographic copies for catalog, publicity, or publications related to the stated purpose of the loan. Permission to publish photos of objects must be arranged under separate agreement with the Curator of the Earth Science Department. The UAM Earth Science Department will be furnished with 2 reprints of publications based in whole, or in part, of material loaned from the museum.

#### **V. CHARGES**

The borrower will be charged an administration fee per object to be determined on a case-by-case basis. The fees cover the costs of processing and monitoring the loan over its duration and return. Borrowers may request a loan fee waiver if a special need is presented. The UAM Earth Science Department will decide whether fees will be waived in its sole discretion. Unless otherwise noted, all loan-related expenses (packing, transportation, customs, insurance, couriers, etc.) are the responsibility of the borrower. If objects require conservation treatment prior to loan, a separate treatment fee will be charged sixty-five dollars (\$65) per hour of treatment. The borrower will be informed of this additional fee at the time of agreement.

Loans are authorized for up to one year unless otherwise agreed to in writing. Loans in excess of one year will be reviewed at least annually. Extensions up to one year may be granted at the sole discretion of the UAM Earth Science Department. A written request for an extension must be made at least one month before the loan expires. Objects lent must be returned to the UAM Earth Science Department in satisfactory condition by the stated termination date. Any extension of the loan period must be approved in writing by the Curator of the Earth Science Department, or a designate. The UAM Earth Science Department reserves the right to recall the object from loan on short notice, at its sole discretion. The UAM Earth Science Department reserves the right to cancel this loan for good cause at any time, with reasonable notice, if feasible.

Borrower or Authorized Agent	Date
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Curator \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**(Please sign and return both copies.)**

**FEE SCHEDULE**

Date \_\_\_\_\_

1. **Fees.** User shall pay the UAM Earth Science Department the following fees and rates:

☐ Prior to Use   or   ☐ Upon Invoice (check box)

FEE DESCRIPTION		HOURLY RATE	HOURS	OTHER	TOTAL
	Administrative Fee				
	Conservation Fee				
LOAN FEE		RATE PER OBJECT	NUMBER OF OBJECTS	NUMBER OF VENUES	
OTHER COSTS					
FEE WAIVER REQUEST					
	Fees Waived:				
	Approved by:				
<b>TOTAL</b>					<b>\$</b>