

Approval Date: August 28, 2008

Parent Policy: [Museums and Collections Policy](#)

## Loans of Museum Objects and Collections Procedure

<b>Office of Administrative Responsibility:</b>	Museums and Collections Services
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University of Alberta recognizes that the study of **museum objects and collections** material often involves borrowing and lending **objects** between units or between the University and other organizations, agencies and institutions for the purposes of research, display, education, conservation or restoration, authentication or photography. The University also recognizes that borrowing and lending practices vary between disciplines. However, as the University and not the individual is accountable for all such transactions, loans require a formal written agreement between lender and borrower, signed by an authorized representative of the University of Alberta. Written loan agreements ensure accountability and good management by clearly outlining the terms and conditions of the loan as well as the responsibilities of each party.

### Purpose

The purpose of this procedure is:

- to ensure that the borrowing and lending of **museum objects and collections** occurs in accordance with the goals, priorities and policies of the University of Alberta;
- to ensure that any individual authorized to borrow museum objects and collections from other organizations, agencies and institutions know their responsibilities as a representative of the University of Alberta;
- to ensure a consistent framework for borrowing and lending museum objects and collections in order to protect and preserve objects in University collections;
- to ensure that the borrowing and lending of museum objects and collections adheres to all applicable provincial, federal and international laws, agreements and treaties, as well as professional standards and ethics.

## PROCEDURE

### 1. GENERAL

- a. This procedure applies to units with registered collections of museum objects at the University of Alberta.
- b. Faculty members, in addition to the **Academic Curator** of a registered collection, may be authorized by a unit's administrative head to borrow museum objects and collections from other University of Alberta units, organizations, agencies or institutions. Faculty members must follow this procedure, as well as any other procedures documented in the unit's **Acquisition and Management Strategy**.
- c. Administrative heads will provide **Museums and Collections Services**, and academic curators of their **unit**, with a list of individuals from their unit who are authorized to borrow museum objects and collections. Academic curators will ensure that the individuals are provided with this procedure and relevant forms.

- d. Anyone not authorized to borrow or lend museum objects, who is considering borrowing or lending museum objects must contact Museums and Collections Services.
- e. Units will comply with the parameters and requirements for loans as defined in the Collection's approved Acquisition and Management Strategy. The Acquisition and Management Strategy will include information such as what objects or collections of objects will be borrowed or loaned; who is authorized to approve loans; for what purpose objects will be borrowed or loaned; allowable loan periods and possibilities for renewal.
- f. Destructive sampling requests as appropriate should be considered on a case-by-case basis, with guidelines specified in the collection's Acquisition and Management Strategy.
- g. Units will normally use the lending institution's loan agreement. Loan agreements must include clauses identifying the following: purpose of loan; duration of loan and possibility for renewal; required care of objects; right of recall; shipping requirements; security arrangements required; insurance coverage required; copyright and publication rights. If the lending institution does not provide a loan agreement, then the University of Alberta's **Incoming Loan Agreement Form** must be used.
- h. Units will not lend museum objects and collections of objects to private individuals or for-profit institutions.
- i. Units may, on occasion, borrow objects from private individuals. An Incoming Loan Agreement must be completed and signed by the Academic Curator.
- j. In order to address risk management issues, Academic Curators will contact Museums and Collections Services before lending or borrowing objects, or groups of objects, valued at more than \$100,000.
- k. Units will document all incoming and **outgoing loans** and maintain an inventory where all loans will be periodically reviewed. The loan status of the object must be recorded in individual files and the collections database (for outgoing loans). Copies of loan agreements must be retained in collection files.
- l. Normally, units will not lend or borrow objects for a term longer than three years. Requests to renew loan periods must be approved by the Academic Curator.

## 2. INCOMING LOANS (OBJECTS BORROWED FROM OTHER INSTITUTIONS)

- a. Before borrowing objects from another institution, the Academic Curator/authorized individual will ensure the loan meets the parameters identified in the Acquisition and Management Strategy.
- b. The Academic Curator/authorized individual will review the Loan Agreement of the lending institution and ensure that the University can meet all the conditions outlined in the Agreement. The Academic Curator/authorized individual, by signing the Loan Agreement, agrees to accept fiscal responsibility for the borrowed objects.
- c. If the lending institution does not require use of their Loan Agreement, the Academic Curator/authorized individual will complete a University of Alberta Incoming Loan Agreement and ensure the Agreement is signed by an authorized representative of the lending institution.
- d. The Academic Curator/authorized individual will complete and review all necessary documentation and retain copies for the collections' records.
- e. The Academic Curator/authorized individual will examine and record the incoming condition of objects on arrival. If objects are damaged, the Academic Curator/authorized individual will contact the lending institution immediately.
- f. The Academic Curator/authorized individual will not lend objects to a third party without the written consent of the lending institution.

- g. Prior to return of the loan, the Academic Curator/authorized individual will confirm shipping arrangements with the lending institution. If objects are to be exported out of Canada, contact Supply Management Services and submit appropriate information. Contact Museums and Collections Services if the objects fall under CITES regulations.
- h. Prior to return of the loan, the Academic Curator/authorized individual will ensure that all outward documentation is completed including a record of outgoing condition.

### 3. OUTGOING LOANS (OBJECTS LOANED TO OTHER INSTITUTIONS)

- a. The Academic Curator of a Registered Collection of museum objects will review the written request of the borrowing institution and ensure the loan meets the parameters identified in the Acquisition and Management Strategy.
- b. The Academic Curator must ensure that the borrowing institution can provide appropriate care and conditions to safeguard the objects. If appropriate, a facility report from the borrowing institution should be requested. If the borrowing institution cannot provide appropriate care and conditions, the Academic Curator must deny the loan request.
- c. The Academic Curator will prepare an Outgoing Loan Agreement identifying the terms and conditions of the loan. The Agreement must be signed by an authorized representative of the borrowing institution and the Academic Curator. The Academic Curator will ensure that all outward documentation is completed including a record of outgoing condition.
- d. The Academic Curator will contact Museums and Collections Services before lending objects that have been **certified as cultural property** or objects that fall under CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora). If objects are to be exported out of Canada, the Academic Curator will contact Supply Management Services and submit appropriate information.
- e. For foreign loans, the borrower is responsible for providing copies of all relevant import and export permits. If permits are not necessary, it should be stated in writing at the time of the request. If commercial delivery services are unreliable, then loans should only be granted when objects can be hand-carried in both directions.
- f. The Academic Curator will confirm transportation arrangements in advance. Usually, all related costs are covered by the borrowing institution, unless alternative arrangements are specified in the loan agreement.
- g. The Academic Curator ensures the objects are packed appropriately and provide unpacking/packing instructions as required.
- h. When the object is returned, The Academic Curator will examine and record the incoming condition of the object and ensure that all appropriate documentation is completed and filed.
- i. If objects have been damaged during the loan period, the Academic Curator will record the extent of the damage and notify, in writing, the borrowing institution. If the object(s) is insured, contact Museums and Collections Services.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Museum objects / Museum objects and collections</b>	<p>Museum objects and collections are rare and unique, and hence irreplaceable, or represent declining or limited resources. The museum objects and collections governed by this policy shall include, but may not be limited to:</p> <p>- <b>objects</b> acquired by University staff and students, current and past, as part of their teaching, research or curatorial activities at the University,</p>
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	<p>and for which the University holds title;</p> <ul style="list-style-type: none"> <li>- objects acquired by the University that relate to its mission, history, and teaching and research programs, and for which the University holds title;</li> <li>- objects acquired by University staff and students, but which are the property of the Crown and are held at the University;</li> <li>- information resources that provide documentation for an object or collection.</li> </ul> <p>Exceptions to the above include:</p> <ul style="list-style-type: none"> <li>- living material; and</li> <li>- objects that may normally require replacement after study or research.</li> </ul>
<b>Object(s)</b>	An artifact or specimen. Artifacts are objects created, manufactured or produced by humans; a product of human art, craft or workmanship. A specimen is an individual or part that serves as an example of a class or whole; refers to an individual plant or animal or piece or a mineral, etc. collected and used for scientific or educational purposes.
<b>Museum(s)</b>	A museum is a non-profit making, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment. (Source: Alberta Museums Association)
<b>Collection(s)</b>	Related objects and the information resources associated with them may be designated as a collection. A unit may have one or more collections of museum objects within its jurisdiction.
<b>Academic Curator</b>	An Academic Curator is designated by the Administrative Head of a unit from among continuing academic staff. The Academic Curator represents the interests of a registered collection of museum objects and ensures that University of Alberta policies and procedures are implemented including the registered collection's Acquisition and Management Strategy.
<b>Acquisition and Management Strategy</b>	A document required of each registered collection at the University of Alberta that describes the scope and uses of the collection, principles for acquiring museum objects, and management strategies to ensure the collection complies with University policy.
<b>Museums and Collections Services</b>	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.
<b>Unit(s)</b>	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.
<b>Incoming Loan</b>	The temporary assignment of collections material to a University of Alberta unit for purposes such as exhibition and research. These assignments do not involve a change in ownership.
<b>Outgoing Loan</b>	The temporary assignment of collections material from a University of Alberta unit, either to another unit or to an outside institution, for purposes such as exhibition and research. These assignments do not involve a change in ownership.
<b>Certification of / Certified Cultural Property</b>	Objects determined by the Canadian Cultural Property Export Review Board to be of outstanding significance and national importance.
<b>Cultural Property</b>	Any item that, regardless of its place of origin, may be considered

important from an archaeological, prehistorical, historical, artistic or scientific perspective, can be considered "cultural property."

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Damage Report Form](#)

[Incoming Loan Agreement - Humanities](#)

[Incoming Loan Agreement – Natural Sciences](#)

[Item Missing Report Form](#)

[Outgoing Loan Agreement - Humanities](#)

[Outgoing Loan Agreement – Natural Sciences](#)

## **RELATED LINKS**

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There are no links for this Procedure.