

January 17, 1995

Park Directive 6160

MUSEUM OUTGOING LOAN POLICY

I. CONDITIONS OF OUTGOING LOANS

An “outgoing loan” is defined as a temporary physical transfer of material (including traveling exhibits created by the park / museum) from the collection that does not involve a change in ownership.

Objects shall be assigned to one of the following security classifications – High Security, Moderate Security, Limited Security – based on their monetary and intrinsic values. The security requirement guidelines will be used to determine the security classification. Borrowers shall meet the established standards for each category to qualify.

When grouping more than one object into a single loan, the loan’s security classification shall be that of the object with the highest classification.

Objects or traveling exhibits from the park’s / museum’s collections will be loaned to qualified institutions for study, exhibition or educational purposes when it is determined that the loan will both further its mission and not hasten the degradation of the object(s) (see II. POSSIBLE BORROWERS).

Final approval on all outgoing loans will be made by the Director, Arkansas State Parks, on recommendation from the park’s / museum’s Collections Advisory Committee.

A. LENGTH OF LOAN

A maximum time limit of one year is placed on all outgoing loans. In certain cases the borrower may renew the loan on an annual basis with the park’s / museum’s permission.

If the park / museum requests the loaned object be returned prior to expiration of the loan, the borrower will be given a written notice of sixty (60) days.

B. THE BORROWER WILL (except when exempted by the park / museum):

(The term “Borrower” as used here will mean qualified institution as determined by the park / museum.)

1. Submit a written proposal requesting the loan of stipulated materials for exhibition, research or educational purposes; or, schedule a traveling exhibit under established procedures.
2. Sign the OUTGOING LOAN AGREEMENT (form 050 MUS 895) thereby agreeing to all conditions, restrictions and procedures listed therein.
3. Insure the object(s) at the value stated by the park / museum; insurance to be in effect from the time the object(s) leaves the premises until it is returned. The borrower will secure an all-risk policy subject to the standard exclusions.
4. Cover the cost of insurance, special communications, transportation, security provisions, special packing and other incidental costs created by the loan.
5. Pack, transport, handle display, identify and catalog the loaned materials – to the satisfaction of the park / museum – while on exhibition, being used for educational purposes, or being reproduced for publications and/or publicity (crediting the park / museum where appropriate).

C. THE PARK / MUSEUM WILL:

1. Ascertain the qualifications of the borrowing institution according to established procedures.
2. Ascertain that the materials to be borrowed are in stable condition to withstand the hardships of loan.
3. Retain all pertinent documentation of the loan (see MUSEUM DOCUMENTATION POLICY, PD 6130).

II. POSSIBLE BORROWERS

- A. A qualified museum that meets the requirements established in the Outgoing Loan Form;
- B. An academic department at an accredited college or university engaged in research;
- C. A federal, state, county or municipal agency;

III. SECURITY REQUIREMENT CLASSIFICATIONS

Loaned objects require different levels of security depending on the nature of the exhibit and the objects therein.

HIGH SECURITY

High security is required for exhibitions containing articles, which are highly valuable, sensitive to light, humidity and temperature. This includes original material, art and antiques, especially paper, wood and textiles, gold, silver and other precious metals, jewels, archaeological treasures, and other highly valuable articles.

The following conditions must be met by organizations desiring to exhibit high security exhibitions:

Space

- Trained, professional guards in sufficient number to adequately protect objects. Guards need not be armed.
- Night guards and/or electronic system.
- Provisions to prevent the public from touching wall-hung objects through an appropriate hanging system, the use of stanchions, platforms and/or guard supervision.
- Locked glass cases for small objects. Plexiglas cases are not acceptable for high security exhibitions unless prior approval of their design is obtained.
- Handling of objects by curator or registrar, or equivalent museum professional.

Environmental Controls

- Temperature and light control are required for all exhibits in this category. Humidity control is required for certain exhibitions.
- Fire system and other fire protection devices according to local ordinances.

MODERATE SECURITY

Moderate security is required for most exhibitions, which contain original art work, prints and graphics, original specimens, artifacts or original photographs.

The following conditions must be met by organizations desiring to exhibit moderate security exhibitions:

Space

- Limited access, gallery-type area. An open mall, hallway or lounge area is not acceptable.

Protection

- Professional guards or other trained persons whose sole duty is the supervision of the exhibition.
- Locked glass cases or secure Plexiglas cases for small objects. Plexiglas must be screwed to wall or base cabinet, not just resting on top of unit
- Exhibit area must be locked and secure during closing hours. Alarm and/or guards during night hours are preferred, but not required.

Environmental Controls

- Temperature and light control are required. Humidity control is desired.
- Fire protection according to local ordinance.

LIMITED SECURITY

Limited security is the minimum security required for certain exhibitions. Exhibitions include panel exhibitions containing no original material or artifacts, and some photography and children's art shows which are considered less of a security risk.

The following conditions must be met by organizations desiring to exhibit limited security exhibitions:

Space

- Shows may be exhibited in a gallery or lounge area, preferably not in a hallway. No exhibition is to be displayed outdoors or in tents or temporary buildings.

Protection

- Supervision by guard, volunteer, student or receptionist. Someone must be in the room with the exhibition at all times and may be performing other duties as well as watching the exhibition. No exhibition is to be left unguarded at any time while open to the public. Even panel and photo exhibits can be the object of theft or vandalism.
- Exhibit area must be locked and secure during closing hours.

Environmental Controls

- Direct sunlight should be diffused or eliminated to prevent fading of panels and photographs.
- Fire protection according to local ordinance.

IV. PROFESSIONAL ETHICS AND STANDARDS OF PRACTICE

The park / museum will adhere to the following Codes of Ethics:

1. Code of Ethics, Arkansas State Parks Supervisor's Handbook and Personnel Policy Manual, Section 1-J.
2. Museum Ethics for Museums, American Association of Museums, 1994.

