

New Brunswick Free Public Library

Artifact and Object Loan Policy

Approved, March 27, 2013

The Board of Trustees of the New Brunswick Free Public Library encourages the use of artifacts and objects within the library's collection for non-commercial exhibition and approved study by other institutions. To provide access and protection for these items regulations are necessary.

1. The sole use of loaned objects will be for scholarly, educational, or cultural pursuits.
2. Loans of objects require their return by the date specified or sooner if the intended purposes have been completed. Objects will be in the same condition as borrowed. Requests for extensions of loan dates must be received in writing before the expiration of the loan.
3. The borrowing institution (the borrower) will maintain and display the objects consistent with good archival practice in a secured display environment. The library reserves the right to require practices equivalent to those of the National Archives and Records Administration.
4. No restoration, conserving, or alterations to objects may be made without advance written permission. No pins, nails, tapes, glues or other means of support may be used that mark or damage the material. Identifying numbers placed by the borrower for their purposes must be non-permanent in nature.
5. All costs of packing, transportation, and insurance are the responsibility of the borrower.
6. All damage in transit or at the borrowing institution is the borrower's responsibility and repairs will be done by the Center for the Conservation of Art and Historical Artifacts or a comparable professional institution acceptable to the library.
7. Objects with an appraised value must be insured by the borrower payable to the library for the full value stated on the loan form. Insured values in excess of \$1,000 require a certificate of insurance unless otherwise stated.
8. It is the borrower's responsibility to maintain verifiable digital images of the condition of the objects when loaned for any dispute of damage or condition.

9. If lost or damaged beyond repair, a replacement of equal historical value or compensation is required.
10. Items are for exhibit or approved study and no use or handling is permitted other than that necessary for those purposes. Items may only leave the borrowing institution for return to the library.
11. No photography of the objects by the borrower is permitted without permission.
12. Adequate recognition of the library shall be given in all news releases and publications. Credit lines to be displayed with the object or document shall read: "Loaned Courtesy of the New Brunswick Free Public Library." Since the provenance of objects may not always be clear, the borrower assumes all responsibility for obtaining other permissions and rights except those asserted by the library.
13. The borrower agrees to indemnify the library and/or the City of New Brunswick and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys fees for the defense of such claims, arising out of such loans and exhibits.
14. The New Brunswick Free Public Library may terminate this agreement, with or without cause, by providing notice to the borrower and require immediate return of all object(s).

New Brunswick Free Public Library
60 Livingston Avenue, New Brunswick NJ 08901-2597
732.745.5271 www.nbfpl.org/nbfpl

Archive Loan Agreement

Date _____

Start Date _____ End (Return) Date _____

Borrowing Institution _____

Address _____

Authorized Representative _____

Position _____ Telephone _____ Email _____

Exhibition Title _____

Items Being Borrowed _____

_____ Use additional sheets if necessary

Condition Review before Borrowing (as determined by the library) _____

_____ Use additional sheets if necessary

Initials of Library Reviewer and Date

Condition Review upon Return (as determined by the library) _____

_____ Use additional sheets if necessary

Initials of Library Reviewer and Date

Terms: _____

By signing this agreement, the signer asserts they have read the Artifact and Object Loan Policy, that they have the authority to bind their institution to the terms of that policy and that their institution will abide by the terms of the agreement.

Signed on behalf of the borrowing institution:

Print Name: _____

Position: _____ Date _____

On behalf of New Brunswick Free Public Library:

Robert Belvin
Library Director _____ Date _____