

GUIDE TO MANAGING HISTORICAL SOCIETIES

Policies, Procedures, Guidelines and Forms

Sample Society Loans Procedure

The Sample Society will lend and borrow material to help meet its mission statement, aims and objectives.

The Sample Society holds separate forms for inward and outward loans.

The maximum loan period is 12 months.

Inward Loans

Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.

Inward loans shall be recorded in a separate loans register.

A representative of both the Sample Society and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of the agreement. The form will record conditions of the loan and the period of the loan.

The Sample Society agrees to exercise the same care with respect to loans as it does for items in its own collection.

Items on loan will remain in the possession of the Sample Society for the time specified on the form (unless the loan period is reduced).

The Sample Society can request to renew loans if required. The Acquisition Officer appointed by the Committee of Management and the lender must sign documentation recording loan renewal.

Outward Loans

Artefacts

The Sample Society may lend objects to other museums and organizations holding historical collections. It will not lend to private collectors.

Borrowers and the Acquisition Officer appointed by the Committee of Management will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. The form will identify the item(s) on loan, record conditions relating to the loan of the item(s) as well as the period of the loan.

The borrower must exercise care in the handling, storage and display of the item on loan and must be prepared to meet the conditions outlined in the outward loan agreement.

The borrower must provide secure display and storage facilities for the item.

The maximum loan period is 12 months. Applications for extension of the loan period must be made prior to the loan expiry date.

Items cannot be treated or altered in any way without the written permission of the museum.

Items on loan will remain the responsibility of, and in the possession of the borrower, until returned to the museum.

Research Collection

Sample Society members may borrow items in the research collection for research purposes.

Details of the item borrowed, name of borrower and date item borrowed must be entered in the Loans Book.

When the item is returned enter the date in the Loans Book, when the item is returned.

Return the item to its storage location.

The historical society will lend photographs only in the following circumstances:

- Press articles and other publications
- Public display by authorized organisations

Procedure for lending photographs:

The date, name of borrower and details of the photographs must be entered in the Outwards Loan book.

Documents

- Sample Society Collection Policy for Artefacts
- Sample Society Collection Policy for Research Material

Forms

- Outward Loan Form
- Inward Loan Form

Review of Sample Society Loans Procedure

The Committee of Management will review the Sample Society Loans Procedure every three years, or as required.