

DOI Museum Property Directives

Title: Incoming Loans of Museum Collections

Directive Number: 22

Originating Office: Office of Acquisition and Property Management, Department of the Interior (DOI)

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Official Title: Director, Office of Acquisition and Property Management

Effective Date: 12/16/2016

Expiration Date: This Directive will remain in effect until superseded.

- 1.1 Purpose.** To establish policy and procedures required to receive an incoming loan of museum property (museum collections) as outlined in Part 411 of the Departmental Manual (411 DM), *Identifying and Managing Museum Property*, and DOI Museum Property Directive (Directive) #3, *Required Standards for Documenting Museum Property*.
- 1.2 Scope.** This policy applies to all bureaus and offices responsible for managing museum collections.
- 1.3 Definitions.** See Section 1.11 of this Directive.
- 1.4 Responsibilities.**
 - A. The Director, Office of Acquisition and Property Management and the Museum Property Executive Program Committee are responsible for establishing policy for bureaus and offices governing the acceptance of temporary custody of museum collections for official purposes, consistent with the Departmental Manual (DM), Part 410, *Personal Property Management* (410 DM), and implementing policy on accountability and receipt of property.
 - B. Heads of Bureaus and Offices and the bureau or office National/Chief Curator, as applicable, are responsible for ensuring that these requirements are implemented in the bureau/office museum program.
 - C. The Accountable Property Officer (APO) has overall responsibility for a specified group of personal property items, including museum collections. The APO may:
 - (1) Accept temporary custody of museum collections, consistent with Departmental and bureau/office policy.
 - (2) Designate a Custodial Property Officer in writing.

- D. The Custodial Property Officer (CPO) is responsible for the daily management and oversight of assigned personal property, including museum collections that are bureau/office-owned or under the temporary custody of a bureau/office unit.
- E. Curatorial and/or museum property management staff are responsible for processing and documenting loan transactions, conducting all day-to-day museum management obligations specified in an incoming loan agreement, and ensuring that all loaned objects receive preservation, protection, and care per Directive 4, *Required Standards for Managing and Preserving Museum Property*. Such staff also may be designated as a CPO.

1.5 Purpose of Incoming Loans. An incoming loan is the temporary transfer of custody of museum objects to a bureau/office unit. Incoming loans are typically made in support of a bureau's or office's exhibition, interpretation, education, or research needs. Bureaus and offices also may accept incoming loans for temporary storage, conservation, or similar purposes in support of a partnership or other agreement concluded with another bureau/office unit, bureau or office, agency, educational institution, or non-profit entity to further mutual goals and to support public trust responsibilities.

1.6 Incoming Loan Standards. The standards for incoming loans to bureaus/offices are based on DOI policy and professional museum standards. The DOI requirements for loans are specified in Section 1.9, Loan Standards, of Directive 3, *Required Standards for Documenting Museum Property*, are detailed in this Directive, and must be applied to all incoming loans. The accompanying *Department of the Interior Guidance for Incoming Loans of Museum Collections* provides additional information and best practices about incoming loans that are not required in this Directive. DOI requirements for incoming loans are as follows:

- A. Incoming loans must be approved by the authorized parties from both the borrowing bureau/office unit, office, or other entity (“borrower”) and the lending institution or owner, if the lender is an individual (“lender”).
- B. An incoming loan agreement must be completed and documented in the Interior Collection Management System (ICMS) or other recording system. If one or more condition(s) of an incoming loan agreement change, the borrower must modify the loan record to document the change(s). Information that must be included is:
 - (1) A unique loan number per bureau/office policy.
 - (2) Loan type (incoming).
 - (3) Purpose of the loan.
 - (4) Objects in loan:

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- (a) Object identifier, such as catalog, accession, or other number(s).
 - (b) Object count.
 - (c) Object description, including specific name if appropriate.
 - (d) Condition, including a photograph(s) that clearly illustrates the object's condition.
 - (e) Value, which is determined by each object's monetary value (e.g., fair market value) at the time of the loan. All non-DOI lenders must provide both the object's value and proof of valuation if the lender wants the bureau/office unit to purchase insurance for the loan (see Paragraph 1.6E of this Directive).
- (5) Borrower contact information. The bureau/office or bureau/office unit must be identified, including the physical and/or mailing addresses. The name, title, email, and telephone number of the Accountable Property Officer also must be identified. The Accountable Property Officer for the borrower must sign the loan agreement.
- (6) Lender contact information. The name, title, institution unit/department name, physical and mailing addresses, email, and telephone number, as applicable, of the authorized party for an institution or the private individual must be identified. The authorized party for the lender must sign the loan agreement.
- (7) Transaction dates:
- (a) Dates loan starts and ends.
 - (b) Date object(s) received by borrower.
 - (c) Date object(s) returned to lender.
 - (d) Other pertinent dates as approved by both parties.
- (8) Identification of the party responsible for each cost associated with the loan.
- (9) Packing and shipping terms:
- (a) Designated responsibility for packing the object(s).

- (b) The method of shipping. If a third-party shipper is used, the name, address, point of contact, and phone number of the third-party.
 - (10) Insurance policy information, as applicable (see Paragraph 1.6E of this Directive.)
 - (11) Other conditions, as appropriate.
 - (12) Loan return status. This must be completed once the loan (whether in part or in its entirety) is returned and includes the date of return and, if a partial return, the list of objects being returned.
 - (13) Acknowledgement or credit line. Information that the lender requires to be included in exhibit labels, catalogs, books, or other media featuring the object(s) must be provided.
 - (14) Reference to and copies of any permits associated with the loan.
- C. All agreements must be stored in archival quality folders that are housed in a locked, fire-resistant cabinet.
- D. All applicable laws, regulations, international conventions, DOI policies, and professional museum standards regarding the loan and transport of cultural heritage and scientific specimens must be followed. See Appendix 1 in Directive 1, *Introduction to Managing Museum Collections (Museum Property)*, for a full listing of applicable laws and regulations.
- E. If required by the lender, the borrower must purchase an insurance policy. If the lender does not require insurance, the insurance waiver must be documented in writing. All insurance policies must include:
- (1) Insured Parties. The lender must be named as an additional insured party. If the DOI unit is allowed to use the lender's existing insurance policy, the DOI unit must pay the premium costs for loaned object(s) during the loan period.
 - (2) Limits of Liability. These limits set the maximum amount of coverage that the lender can collect or the maximum amount to be paid to the lender in case of damage or loss.
 - (3) Wall-to-Wall Coverage. This coverage must be applied to each object from the time it leaves the lender until it is returned. The policy must be in effect during the duration of the loan and cover packing, shipping, and any temporary venues.

- (4) Perils Insured. The policy must be “all-risk.” This means that the borrower is protected against all loss or damage arising from an external cause. The policy must list any specific exclusions for which the insurer will not pay damages. The borrower must not accept any liability for these exclusions.
- (5) Waiver of Subrogation. All purchased insurance policies must include a waiver of subrogation, which is an assurance by the insurer that it will not sue a third party, specifically a bureau or office, for compensation.
- (6) Valuation. Any purchased insurance policy must equal the valuation stated in the loan agreement that was provided by the lender. Objects must be insured for their full value.
- (7) Claims. Procedures for handling claims must be included in the policy.
- (8) Deductibles. An insurance policy for incoming loans of museum objects must be free of deductibles.
- (9) Buy-Back Provision. Once a claim has been paid, the insurer “owns” the object in question if it is subsequently recovered. The policy must include a “buy-back” provision to allow the lender to buy back, from the insurer, a lost or stolen item that is recovered after the claim has been paid by the insurance company.

1.7 Duration of Incoming Loans. Incoming loans may not exceed a term of three years (short-term loan). (See Section 1.9 of this Directive for information on loan extensions).

1.8 Incoming Loan Procedures. Bureau/office curatorial or museum property management staff must carry out the following procedures to complete an incoming loan transaction after a museum object or group of objects is identified for borrowing:

- A. Prepare a written request using the standards required in Paragraph 1.6B of this Directive, which is signed and dated by the authorized party(ies) of the lender and borrower. The request must include:
 - (1) The object(s) requested.
 - (2) The name and/or purpose of the proposed exhibition, research project, conservation project, or other endeavor.
 - (3) Duration of the loan, including the opening and closing dates if used in an exhibit.
 - (4) Location(s) in which the loaned objects will be exhibited or otherwise housed.

- B. Use ICMS or other recording system to document all incoming loans, which includes:
 - (1) Attaching the incoming loan agreement to the loan record to document the transaction.
 - (2) Entering all mandatory data on the loan agreement as specified in Paragraph 1.6B of this Directive.
- C. Establish a loan folder for the incoming loan that includes the signed loan form(s); copies of the lender's catalog records; insurance policy, if applicable; proof of object valuation; and any additional documents. Incoming loan folders are museum records and must be housed in a locked, fire-resistant cabinet.
- D. Complete all other documentation as required by the lender and return the documentation to the lender.
- E. Treat all short-term incoming loans as controlled property, which is subject to an annual 100% inventory, except those objects borrowed for less than one year. Procedures that are used to inventory incoming loans are specified in Directive 21, *Inventory of Museum Collections*.
- F. Adhere to any insurance requirements requested by the lender as a condition of the loan.
- G. Adhere to the responsibilities for costs as specified in the loan agreement, such as those related to packing and unpacking, shipping, exhibit installation and dismantling, and/or return of the loan.
- H. Unpack, examine, and inventory each object in the loan immediately upon receipt, unless the lender has specified a period of time that the object(s) must acclimatize at the borrower location in the shipping container. Other related tasks for documentation and insurance purposes include:
 - (1) Completing a written condition report for each object, photographing any damage, and immediately notifying the lender if any objects are damaged or missing.
 - (2) Photographing object(s), including any component parts, according to the loan agreement and bureau policy.
 - (3) Documenting all packing, unpacking, installation, and exhibit disassembly activities using appropriate means, including photography.
- I. Notify the lender of the safe receipt of the loaned objects.

- J. Ensure any identifying tags or other information provided by the lender remains with or on the object as required in the loan agreement.
- K. Monitor incoming loans to ensure that loan agreements are current, all lender requirements are met, and adherence to deadlines for the return of the loan and/or requests for an extension are met.
- L. Return all objects to the lender. Specific steps typically include:
 - (1) At least thirty (30) days prior to the loan's termination date, contact the lender to ensure that the lender is prepared to accept the return.
 - (2) Prepare an ending condition report for each object, including photographs.
 - (3) Pack the objects for return according to the shipping conditions in the loan agreement.
 - (4) Notify the lender once the objects on loan depart borrower's facility.
 - (5) Contact the lender to verify lender's receipt of the objects.
 - (6) Update all associated loan and catalog records in ICMS to note object(s) return.
- M. Insurance is not allowed for incoming loans within the DOI or from other Federal agencies, unless mandated by law or by policy of either the lender or borrower. This is because the Federal government assumes its own risks for property.

1.9 Loan Extensions. Incoming loans may be extended with the written approval of the lender's authorized party(ies).

- A. A loan extension or renewal may be granted for additional periods of three years or less and according to bureau/office policy. The extension must be documented in ICMS or other recording system.
- B. As part of the loan extension process, the borrower must:
 - (1) Conduct a 100% inventory of the loaned objects using the procedures in Directive 21.
 - (2) Extend insurance coverage, if applicable. The borrower must provide the lender with a copy of the certificate of insurance for the extension period.
 - (3) Prepare an additional condition report for each of the loaned objects, including photographs, if required by the lender.

- 1.10 Old Loans.** An old loan is an expired loan; a long-term loan without a termination date that remains unclaimed by the lender; or a loan that lacks proper documentation to facilitate its return, such as the name and location of the lender. Bureaus/offices have limited use of the objects without legal title, but remain responsible for their care. Bureaus/offices must make every attempt to identify and locate lenders and return objects from old loans.
- 1.11 Definitions.** Many of the following definitions are taken directly from 411 DM and therefore refer to museum property. Museum property and museum collections are synonymous in these definitions.

Agreement – A formal, written arrangement between two or more parties that identifies roles, responsibilities, and/or outcomes or products. For museum property, agreements are most commonly used for long-term curatorial services in non-bureau facilities, such as a curation or repository agreement, or for short- or long-term loans, such as a loan agreement.

Archival quality – The material properties inherent in a medium permitting its preservation under controlled conditions, such as acid-free paper.

Associated records – All documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are or are subsequently designated museum property. Associated records are “associated” with objects collected and analyzed during such activities and should be maintained as part of the museum collections. Examples include site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, object inventories, laboratory reports, manuscripts, reports, and printouts of computerized data. Electronic or digital documentation stored on a computer or server or stored on media, such as computer cards, tapes, disks, diskettes, CDs, and DVDs, are included.

Authorized parties – Persons representing one or more entities, either within or outside of the Federal Government, who have authority to act on behalf of their institutions or themselves.

Catalog record – Written or electronic documentation that captures the unique identifying number assigned to a museum object or group of objects, along with a physical description, condition, provenience, and other pertinent information that facilitates physical and intellectual access.

Condition report – A general written description of the observable condition of an item in a museum property collection. The report records specific features (e.g., abrasion in left lower corner) of the object and assists in planning for conservation treatment.

Controlled property – For museum collections, the term includes an object or group of objects that is especially sensitive; has high intrinsic or scientific value; is especially vulnerable to theft, loss, or damage; is valued at or above a threshold value established by

each bureau/office; is a museum firearm; or is a short-term, incoming loan (for inventory only). The catalog record must indicate whether an object has been designated controlled property.

Courier – An individual, usually a representative of the object owner, who accompanies an object in transit to assure its safety and security; and/or a company that transports objects.

Custody – The physical possession of objects. Custody does not automatically convey legal ownership or the right to reproduce an object.

Facility – A building, administrative unit, or partner facility that has space(s) dedicated to the display, exhibit, study, and/or storage of museum collections/museum property.

Fair Market Value – The price at which property would change hands between a willing buyer and a willing seller; auction values are also considered fair market value.

Inventory – An itemized listing of objects; and/or the act of physically locating all or a random sample of the objects for which a unit is responsible.

Lender – An individual, agency, or other institution that allows DOI to borrow an object(s) from its collection, usually for short-term exhibition or research.

Loan – The temporary transfer of custody of museum property on either a short-term (three years or less) or long-term basis. A loan must be for official purposes and may be incoming or outgoing. The terms of loans are documented in loan agreements or similar instruments. (See also Agreement.)

Loan Agreement – A binding written contract, cooperative agreement, memorandum of agreement, or similar instrument that establishes rights and responsibilities of each party to the loan. Bureau-specific incoming loan agreement forms are available in ICMS.

Mandatory data – Information about museum collections that must be documented in the appropriate museum record according to Departmental policy.

Museum collection / Museum property – A subset of personal property that is retained for long-term preservation, study, and interpretation consistent with statutory requirements, its relationship to the mission of the respective bureau/office mission, or other appropriate factors. A museum collection/museum property, which includes objects, works of art, and archives, is acquired according to a rational plan, such as a Scope of Collection Statement. It consists of 1) all accessioned, unaccessioned, cataloged, and/or uncataloged objects and 2) all museum objects under the control of a facility, unit, or bureau/office. Museum property is synonymous with and referred to as “museum collection(s)” in the DOI Museum Property Directives, a standardized term that is used by museum professionals.

Museum records – Records created to manage museum property, such as accession, catalog, loan, deaccession, and inventory records. These records must be appraised through agency record schedule procedures. Museum records are not museum property.

Non-bureau facility – Any facility, which a specific bureau or office does not own and/or operate and maintain, that houses the bureau or office’s museum property. This includes facilities of other bureaus and offices within DOI, other Federal agencies, and entities outside of the Federal government, such as a museum or university.

Object – A physical item of a museum collection/museum property. It includes art and history objects, archeological artifacts, ethnographic objects, archival items, and natural history specimens.

Official purposes – Authorized objectives that fulfill the DOI and/or bureau/office mission and promote the general welfare of the public, not any individual, including DOI staff members. Examples of official purposes are: exhibition, temporary storage, research, exhibition preparation, and conservation.

Standards – Authoritative principles or rules for managing museum property. DOI standards for managing museum property are based on professional museum and archival standards referenced in 411 DM 1.9 and 1.10 and detailed in the DOI Museum Property Directives.

Unit – A bureau/office organizational entity, such as an accountability area, administrative unit, center, laboratory, museum, office, park, school, site, refuge, or repository that manages museum collections/museum property.

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