

# Iowa State University Library

## Special Collections and University Archives (SCUA)

403 Parks Library, 701 Morrill Road, Ames IA 50011-2102 / (515) 294-6672 (SCUA) / Weekends: (515) 294-3961 (circulation)

### Contact information for Iowa State University Library Special Collections and University Archives

Contact Name	
Telephone	
Email	

## Loan Agreement

Name of Borrowing Institution	
Contact Name	
Address	
Telephone	
Email	

**undertakes to borrow for the purpose of**

Exhibition (title or subject)	
Venues and Dates of Exhibition	
Loan date of borrowed material	
Return date of borrowed material	

**the item(s) described below.**

Collection name or author/title	
Collection number/box/folder OR call number	
Item description	
Insurance amount	

The borrower acknowledges that he/she has read and accepts the terms of agreement outlined below.

Signature of Borrower		Date	
Approved for the Library		Date	
Date item(s) returned		SCUA staff acknowledging return (initials)	

## TERMS OF AGREEMENT

A signed copy of the Loan Agreement form and facility report must be in the possession of SCUA before any physical transfer of object(s) is complete.

### Care and Exhibition

1. All objects must remain in the condition in which they are received. They shall not be altered or replicated in any way, or submitted to any examination or application that would tend to alter their condition except when specifically approved by the Head of SCUA.
2. Any evident damage to the item(s) at time of receipt or while in the Borrower's custody will be reported immediately to SCUA.
3. Each institution must have adequate security and fire suppression for the exhibit cases, exhibit area, and the building. Borrower shall provide the same level of security for the borrowed items as the Borrower provides for items of similar value and condition in its own collections.

### Environment

1. The borrower will undertake to provide protection from the hazards of fire, exposure to extreme or deteriorating light, fluctuations of temperature and relative humidity, insects, dirt, vandalism, theft, and mishandling or handling by unauthorized or inexperienced persons or by the public.
2. The borrower will ensure that proper standards of environmental control are maintained in spaces where the items and their packing materials are stored or displayed. [ANSI/NISO Z39.79 – 2001]

TEMPERATURE	68°F-72°F (+/- 5°F)
RELATIVE HUMIDITY	min 35% - max 50%
VISIBLE LIGHT	50-100 lux (5-10 footcandles)*
UV LIGHT	below 75 µw/lumen

\*To be determined by the conservator based on light sensitivity of the item

3. Items should not be exhibited in an area that receives direct, unfiltered sunlight.
4. Crated items should be acclimated for 24 hours before opening.
5. SCUA reserves the right to adjust these specifications depending on the sensitivity of the item and duration of exhibit.

### Transportation and Packing

1. Costs of transportation and packing will be born by the Borrower. The method of shipment must be approved by the Head of SCUA.
2. Borrowed items must be returned and packed in exactly the same way as received and in the same or similar cases or packages. Any changes must be specifically authorized by the Head of SCUA in advance.
3. Library condition reports with accompanying photographic documentation will be supplied. Borrower will check the condition of the items upon receipt and prior to re-packing. [see attached condition report]

**Insurance**

1. The Borrower shall provide insurance for the borrowed items in the amount of the value determined by SCUA. This insurance is to be carried in force from the time when the item(s) are removed from SCUA until the item(s) are returned to SCUA in satisfactory condition and is to be an all risk, wall to wall policy.
2. The Borrower will provide SCUA with a Certificate of Insurance naming SCUA as an “additional insured” prior to delivery of the item(s). The Certificate of Insurance provided by the Borrower must be acceptable to SCUA.

**Credit**

1. The Borrower shall credit SCUA as the lender on the labels, in the catalogue, and in publicity. Cite SCUA as: Iowa State University Library Special Collections and University Archives.

**Reproductions**

1. The borrower may only photograph object(s) for educational, exhibit catalogs, or publicity purposes. Credit will be given to the lender. Reproduction for sale is expressly forbidden except in the context of an exhibit catalog. The Head of SCUA must approve all matters relating to commercial reproduction.

**Return**

1. Borrowed items are to be released only to the staff of SCUA.