

Loans Procedure

In the early years of the museum we accepted loans for special displays or exhibits. Many of these items were not returned, some of the donors have died, and these artifacts are floating around in the museum without an accession number. It is our present policy to only accept loans for no more than one year, at which time if the Loanee chooses to not come retrieve their property, it will be considered a gift to the museum and become part of our archives. Loans will be either for a special exhibit or to copy and return (as with photographs).

The *Loan Record* is kept on the shelf with the accession record books in the office room bookshelf. The *Loan Binder* is located here as well.

- Give the donor a Gift Agreement, marked "Loan".
- Make a record in the Loan Record book - give it a loan number, describe in detail the items on loan. Include name and phone number.
- When the loan is returned, make a note and date.