CSU Archives and Special Collection Loan Policy

The Chicago State University Archives and Special Collections will lend materials from its collections to recognized institutions, such as libraries and museums, provided they have established exhibition programs and professional staff qualified to handle the materials requested. Materials are not loaned to individuals. This loan policy has been established to ensure the safety and security of the objects in CSU’s collections. Traveling exhibitions will be considered, but the Library reserves the right to limit the loan to the original venue and a facilities report will be required from all venues on the tour.

Each loan request is judged on its own merits and the final decision to loan an item(s) is based on the following criteria:

- the condition of the item(s)
- the nature and length of the exhibition
- the facilities of the borrowing institution
- the anticipated need of the item(s) for the Library’s own research or exhibition purposes

Some objects in the Library’s collections are not available for loan, including those judged too fragile or too environmentally sensitive to travel.

If items are deemed not able to travel then arrangements can be made to either substitute the requested item or a reproduction of the requested item could be made.

Borrowing institutions should provide clear and specific descriptions of desired item(s), including the full call numbers or appropriate manuscript collection metadata, for each item being requested.

Specific cost details associated with the loan will be outlined for the borrower as part of the loan agreement. These costs may include:

- paging, assessing the condition, and preparing the item(s) for exhibition (may include conservation documentation treatment, matting and framing and, when necessary, the manufacture of special boxes or display cradles)
- transportation (including packing and crating, freight costs, customs charges, broker’s fees, costs for travel and lodging for an inspection by a member of the Chicago State University Library before a decision to allow a loan (if necessary), and courier costs)
- insurance for borrowed item(s) in transit, in temporary storage, and in the proposed exhibition
- photography (e.g., conservation photography, digital facsimiles)

Adopted 7/15/14 ah
• cancelled exhibition fees (including any costs incurred for conservation and preparation to date)

The display of any and/or all portions of Chicago State University’s Archival and Special Collections will adhere to the conservation standards of Society of American Archivists (SAA) and Rare Books and Manuscripts Division of the Association of College and Research Libraries (ACRL), which is a section of the American Library Association (ALA).

**Submitting a request**
Requests should be made in writing by the borrowing institution (the Library does not lend to private individuals) and should contain:

• institution, contact name, contact address, contact phone, contact email
• the location(s), title and dates of the exhibition
• full details of the item(s) requested, the Library’s call number, or appropriate manuscript collection metadata (including mss call number, series or accession number, box and/or folder number) as well as descriptions for bound volumes specifying the opening(s) to be displayed
• a full facilities report for the premises where proposed loan item(s) is to be exhibited (travelling exhibitions must provide full details for all venues in the tour)
• information about exhibition catalogs and/or web versions of the exhibition
• Requests must be received at least three to six months before the planned installation date of the exhibition. Larger requests must be submitted twelve months prior to the installation date.

Written approval by the University Archivist is required for all loan requests.

**General conditions of loan**
Requests must be received at least three to six months before the planned installation date of the exhibition. Larger requests must be submitted twelve months prior to the installation date.

Requests received three months or less before the planned installation date will not be considered.

In most cases, the loan period for items is six months, maximum, from the date the item leaves to the date the item returns to the Library. More time may be considered in some circumstances where the nature of the loan requires it, i.e., travelling exhibitions.

A maximum number of items for any loan will be assessed on a case-by-case basis, subject to format, condition and value of item(s) requested.

All costs of packing, transportation, and insurance are the responsibility of the borrower.
A formal loan agreement signed by the head of the borrowing institution, or his/her deputy, is required.

No photographs may be taken of the item(s) by the borrowing institution or visitors to the exhibition without our prior permission.

Conservation or remedial treatment of any kind may not be performed without our permission.

The source of the loan will be acknowledged both on the exhibition label for the item(s), and in any exhibition catalog: ‘Courtesy of Chicago State University Archives and Special Collections’

Two complimentary copies of any exhibition catalog will be sent to the Chicago State University Archives and Special Collections

Any dispute arising from the loan shall be determined in a State of Illinois court of law.

Environmental and security conditions

It is highly desirable that environmental conditions fall within the parameters recommended by archive and museum standards. The borrowing institution must ensure the following standards for all locations that loan materials will be exhibited and documented in a facilities report.

- Stable temperature in the range of 64-70° F; fluctuation not to exceed +/- 3°
- Relative humidity between 50-60%; fluctuation not to exceed +/- 5%
- Light levels in the range of 50-100 lux; UV filtration not to exceed maximum of 75 microwatts per lumen

The borrowing institution must guarantee the security of borrowed items at all times they are within the borrowing institution’s premises and the exhibition gallery. If the borrower, for reasons of security, wishes to withhold precise details of alarm systems, please make that clear.

There must be fire and intruder alarms covering the gallery containing Library objects.

The gallery should be fully locked, secured, and intruder/fire alarms set during closed hours.

Security guard patrols should be made during closed hours around the gallery. Security guard or custodian presence must be maintained at all times the exhibition and gallery are open.

Installation and de-installation procedures

Installation and de-installation procedures will be approved in writing between the borrowing institution and Chicago State University Libraries. The individuals who will be responsible for handling materials during installation and de-installation must be specified and approved by the Library.
When the material is received, the borrower should inspect it upon unpacking and compare it with the condition report provided by the lender. Any damage or discrepancies must be reported immediately by telephone and subsequently in writing to CSU Library staff.

In the event that a CSU Library staff member has accompanied materials in the role of a courier, this individual will photograph the installation and de-installation process. The courier has authority to refuse to proceed with the loan if for any reason he/she has objections to the manner in which the objects are treated or if in his/her opinion the agreed conditions are not met.

After condition reporting and installation, the cases will be locked and the security alarms set. The Library prefers that, from this point onwards, adjustments in the cases be kept to a minimum with alarms set and cases locked throughout the duration of the exhibition.

Following de-installation, a report on the condition of the items must be created and signed by both the Library’s and the institution’s authorized staff. The report should clearly state the date of de-installation.

Items should be packed in the same manner in which they arrived at the borrowing institution, and any accompanying materials, such as identifying markers, should be returned to the Library with the correct corresponding item.

The borrowing institution will be liable for any damage sustained by the item(s) during the period of the loan.

**Catalogs and display**

After our agreement to lend materials for exhibition. We do ask:

- All label citations and any published citations should include the following credit statement: ‘*Courtesy of Chicago State University Archives and Special Collections*’
- Any display supports used for the exhibition of items on loan should be agreed well in advance of the installation date, and the decision of the Library is final.

The Chicago State University Library may terminate this agreement, with or without cause, by providing notice to the borrower and require immediate return of all object(s).