

BOSTON PUBLIC LIBRARY EXHIBITION LOAN POLICY

The Boston Public Library may loan items from its collection to support the Boston Public Library's commitment to "Advancement of Learning." This includes cooperating with other institutions to contribute to scholarship and research in a given subject, to significantly enhance access to Boston Public Library collections and knowledge thereof, and to foster appreciation of Boston Public Library collections.

Massachusetts institutions will be given a higher priority for potential collaboration than non-Massachusetts institutions.

The Boston Public Library does not loan items from its collection for purpose of commercial gain, either for itself or for the borrowing institution.

The loan approval process is as follows:

- Staff subject specialists evaluate requests according to the criteria, and recommend loans accordingly, either to the Trustees Special Collections Committee or to the Norman B. Leventhal Map Center's Acquisition Committee.
- The Boston Public Library Trustees Special Collections Committee or the Norman B. Leventhal Map Center's Acquisition Committee recommends loans to the Boston Public Library President, who may authorize loans of single items valued at up to \$50,000 per item.
- The Boston Public Library Trustees may authorize loans valued at greater than \$50,000 upon consultation with the Boston Public Library President and subject specialists.

Loan requests are evaluated based on the following criteria:

- The overall condition of the object
- The security and environmental conditions of the borrowing institution(s) as presented in the Standard Facility Report
- The loan history of the object, including the number of times displayed and the cumulative hours of exposure time
- The staff capacity required to prepare the request and the relative number of requests received during the same general time period
- The scholarly importance of the exhibition and catalog
- The importance of the object to the exhibition
- Other relevant factors may be considered (e.g., borrower is a Massachusetts institution.)

Environmental guidelines and/or specific conditions for individual objects requested for exhibition shall be specified as part of the loan approval. All conditions and restrictions shall be made in writing and attached to the Loan Agreement Form submitted to the borrower. In

general, the Library adheres to the American Association of Museums' *The New Museum Registration Methods* and the American Library Association's *ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials*.

The care and custody of loaned objects shall be the responsibility of the borrowing institution named in the Loan Agreement Form. Loaned objects shall be held and returned in the same condition in which the borrower receives them. Loaned objects shall remain in the physical custody of the borrowing institution(s) and may not be transferred or forwarded to any other individual or institution.

Due to the Library's commitment to access to the collection, all loan requests are considered in the context of an object's exhibition history and time spent inaccessible to Boston Public Library patrons.

The BPL reserves the right to terminate a loan at any time before its expiration with reasonable notice to the borrower, or to set any additional conditions or restrictions which it deems necessary.