

BOSTON PUBLIC LIBRARY

PROCEDURES FOR OUTGOING LOANS

Formal requests from institutions to borrow Boston Public Library (BPL) objects for exhibitions must adhere to the Boston Public Library Exhibition Loan Policy. Requests shall be made in writing on institutional letterhead to either the Keeper of Special Collections or the Curator of Maps at least six months prior to the requested borrowing date.

Requests should include the following information:

- a. Name of the borrowing institution
- b. Name of the representative of the institution who will be responsible for the loaned objects
- c. Purpose of the loan
- d. Title of exhibition
- e. Proposed dates of loan
- f. Description and number of the objects requested (in as much detail as possible)
- g. Description of where the objects will be housed or displayed while on loan
- h. Current AAM Standard Facility Report
- i. Other relevant information that may impact decision to loan

Display of Items

1. The length of each loan will be specified at the time of the loan, and will generally not exceed six months, depending on the estimated total hours of light exposure during the course of the exhibition. Requests for extensions shall be made in writing to the Curator at least one month in advance.
2. The BPL will provide specific installation instructions for loaned objects. Security mountings shall be used in the installation of framed objects. Additionally, the BPL may specify that more valuable objects be alarmed or exhibited in locked, alarmed cases. Exhibition areas must be under surveillance by video, security guards, or other staff 24 hours a day.
3. The borrower shall be required to provide evidence of proper environmental conditions. At all times, whether in storage or on display, borrowed objects shall be maintained in a secure, monitored environment that meets the following parameters:
 - a. Temperature shall be maintained in the range of 68-72° F with a fluctuation of no more than 4° within any 24-hour period. Some objects may require special conditions that will be specified on the loan agreement.

- b. Relative Humidity must be maintained in the range of 45-50% with a fluctuation of no more than 5% in a 24-hour period.
 - c. Loaned objects must never be placed in close proximity to sources of heat, cold or strong air-currents (radiators, fireplaces, dehumidifiers, air-conditioning outlets or intakes).
4. Both visible light and ultraviolet (UV) radiation can cause serious damage to paper objects. The degree of light-sensitivity depends on the nature of the materials and media. Each requested object will be evaluated individually to determine its individual light exposure requirements.
 - a. For highly sensitive objects such as manuscript maps with pencil, prints and maps with either printed color or hand coloring, textiles, photographs, or paintings that include organic dyes, foot-candles must not exceed 5.
 - b. For other works on paper with no color, foot-candles must not exceed 10.
 - c. For other objects such as paintings, sculpture, and wooden or metal artifacts, foot-candles must not exceed 15.
 - d. Lights must be UV filtered and turned off in non-public hours.
5. Upon request, the BPL may provide the borrower with digital images of the borrowed items for record and publicity purposes, reproduction in an exhibition catalog or for research/scholarly publications.
6. All photographs requested of objects covered in this agreement shall be directed to the Curator. Flash photography and photography of objects by the public shall not be permitted.
7. All label copy and reproductions for maps and atlases must be credited, "Courtesy of the Norman B. Leventhal Map Center at the Boston Public Library." All other objects must be credited, "Courtesy of the Trustees of the Boston Public Library."
8. The borrowing institution will ensure that no food, drinks or smoking is permitted in areas where loaned objects are located.
9. No loaned object may be removed from its exhibition without the written consent of the BPL.

Costs and Insurance

10. Unless otherwise arranged, all costs related to the loan (including but not limited to packing and transportation, matting and framing, insurance, authorized photography, conservation, and appraisal) shall be borne by the borrower.
11. Insurance in the amount determined by the BPL must be placed on each loaned object and carried in force from the time the objects are removed from BPL until the objects are returned. The insurance shall be an all risk, wall-to-wall policy, and such policy shall provide that it is the primary insurance in the event of loss or damage. The insurance policy must name the BPL, the Trustees of the BPL and the City of Boston as Additional Insureds, and the appropriate certificate of insurance (COI) shall be submitted to the Keeper of Special Collections or the Curator of Maps prior to the loan of the object. The COI must be satisfactory to the BPL prior to the removal of the object from the BPL.
12. Damages, whether in transit or on the borrower's premises (regardless of cause), shall be immediately photo-documented and reported to the BPL and the borrower's insurer.
13. The borrower shall be liable for any damages and costs while each loaned object is in its care, custody or control.

Shipping and Handling

14. All packing and shipping arrangements for loaned objects shall be subject to approval by BPL in advance of transit. Objects returning from loan are the responsibility of the borrower until received, inspected and accepted by the BPL. Objects will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing.
15. The BPL will provide a written condition report prepared by BPL or Map Center staff. The BPL or Map Center staff will examine the borrowed item when it is returned to ensure that it has not been damaged.
16. Loaned objects shall be held and returned in the same condition in which the borrower receives them. Loaned objects may not be cleaned, repaired, retouched, altered, removed from frames, mats, mounts or bases or scientifically tested in any way except with the written permission of the BPL.
17. Upon delivery to the borrowing institution, objects shall be allowed to acclimate for at least 24 hours before unpacking.
18. The BPL reserves the right to set any additional conditions or restrictions related to the packing, shipping, insurance, exhibition installation, storage, handling

environmental controls and security of the loan objects which it deems necessary. The BPL may require, at the expense of the borrower, that loaned objects be accompanied by a courier (who will supervise the transportation, packing, unpacking, installation, care and handling of loaned objects).