

Sam Noble Oklahoma Museum of Natural History

Conditions Governing the Loan of Material from the Archaeology Collection

General Conditions

1. SNOMNH will lend material only to other institutions and organizations, not to individuals. Materials will be loaned to faculty and qualified professional staff. Students will require faculty or institutional endorsement. Signatures of either the faculty member or institutional representative responsible for the loan must be on the loan form.
2. The Borrower agrees to exercise extraordinary caution in the care and preservation of all loaned materials.
3. The Borrower must undertake to maintain constant and adequate protection of the loaned material to minimize theft or damage, as well as to protect materials from the hazards of fire and flood, exposure to harmful light levels, extremes of temperature (maintain between 66-72°F, within a tolerance of 3-5°F) and relative humidity (maintain 40-50%RH, within a tolerance of 3%), insect attack and pollution.
4. Materials on loan may not be altered or modified in any way, except as approved in writing by the Curator of Archaeology.
5. Loans shall remain in the possession of the borrowing institution. If a change in address must occur, prior written approval from SNOMNH is required.
6. SNOMNH will lend material for the period stated. All loans are subject to renewal upon written request. All loans are subject to recall.
7. Loaned material must not be individually photographed, televised, cast, or reproduced in any way without the written permission of SNOMNH.

Upon Receipt of the Loan

1. It is the borrower's responsibility to check the number and condition of the material upon receipt of the loan. Any discrepancies in the loan agreement, or any damage received during shipping, should be reported immediately to SNOMNH, otherwise the condition of the material will be assumed to be as indicated by the SNOMNH on the invoice.
2. The loan agreement should be signed by the Borrower and returned to the Curator/Collection Manager of Archaeology.

During the Term of the Loan

1. Loans are made for the period of time indicated on the loan form. Extensions may be granted based on a written request.
2. Borrower will provide the proper care of the loaned material as indicated above.
3. Borrowers are urged to return the loaned materials promptly after examination.
4. Any correcting of errors or change of identification or data should be noted in written form and included with the returned material. Materials on loan may not be altered or modified in any way, except as approved in writing by the Curator of Archaeology.

Return of the Loan

1. Prior to returning the material, the Borrower should send notification to the Curator/Collection Manager in Archaeology giving the forwarding date of the shipment.
2. A copy of the loan agreement should be placed inside the return package.
3. The Borrower will pack the material in a manner to protect it from damage, excessive heat, and moisture. Do not crowd material. Place layers of bubble wrapping between layers of material.
4. Address labels should be placed both inside and on the outside of the package.
5. Insure the loan for the amount specified on the loan form.