

**Sam Noble Oklahoma Museum of Natural History  
Department of Archaeology  
Loan Terms and Conditions**

**General Conditions**

1. The Sam Noble Oklahoma Museum of Natural History (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.
2. The Borrower must provide adequate security of loans. Financial responsibility for any damage to materials while they are in the Borrower's possession is assumed by the Borrower and his/her institution. Should loss or damage occur, the amount of compensation will be decided by the SNOMNH based on the value to the material(s) and/or the cost of replacement.
3. The Borrower agrees to exercise extraordinary caution in the care and preservation of all loaned materials. 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 the SNOMNH is required.
6. Loans are subject to extensions upon written request. All loans are subject to recall and must be returned to the SNOMNH by the date specified on the recall notice.
7. Loaned material must not be individually photographed, televised, cast, or reproduced in any way without the written permission of the SNOMNH.
8. All publications, presentations, printed material, and exhibition labels must acknowledge the "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma" and "Department of Archaeology (catalog number)". The SNOMNH Department of Archaeology must be sent one copy of any publication including the loaned material, copies of all data collected and images produced, and copies of all publicity releases or informational materials dealing with loaned materials.

**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 the SNOMNH, otherwise the condition of the material will be assumed to be as indicated by the SNOMNH on the Loan Agreement.
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. Borrower will provide the proper care of the loaned material as indicated above.
2. Borrowers are urged to return the loaned materials promptly after examination.
3. Any correcting of errors or change of identification or data should be noted in written form and included with the returned material.

**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 Agreement.