

Raymond M. Alf Museum of Paleontology

Loan Policy, Protocols, and Procedures

Statement of Basic Principles

1. A loan is the temporary physical transfer of collection specimens from the Raymond M. Alf Museum of Paleontology (RAM) to a researcher or an exhibitor at a not-for-profit institution where there is no legal transfer of ownership. Only in exceptional cases will RAM collection items be loaned to private individuals or for-profit institutions.
2. Loans requests will be approved by the Curator and processed by the Collections Manager.
3. The RAM has the right to refuse a loan.
4. The Director has sole authority over all decisions on the loan of RAM specimens.
5. Responsibility for the care and custody of material loaned by the RAM must be accepted in writing in the form of a RAM Loan Conditions and Agreement by the Borrower. The Borrower must be an authorized representative from a suitable institution. Exceptions to this requirement can be made by the Director or Curator.
6. RAM collection specimens cannot be removed from its storage area in the collections without appropriate approval and documentation.
7. In the case of incoming loans, the Director, Curator, or Collections Manager can accept material on behalf of the RAM.
8. Failure to follow the Museum's policies may jeopardize future borrowing privileges.

Outgoing Loans

1. Request Procedures:

- 1.1.** Requests for loans may be initiated by e-mail or telephone call to the Curator, but must be immediately followed by a formal request. Requests for loans usually require a formal hard-copy letter, on institutional letterhead, which can be faxed or e-mailed. In the case of regular borrowers, an e-mail alone may suffice. In cases where the Borrower works for a non collections-holding institution, is not affiliated with an institution, or for extremely rare or valuable specimens, borrowers may be asked to provide a facility report to show suitable evidence that the specimen(s) will be handled adequately and that suitable and secure environmental and storage conditions will be provided for the specimen according to curational best practices and standards. Under certain circumstances, for example where borrowers are not affiliated with an institution, a supporting reference may be requested.
- 1.2.** Loan requests should be sent to the Curator who will either not approve the loan (outright, or pending a request for additional information) or approve the loan, and then pass this decision to the Collections Manager for processing. The letter is kept with all other correspondence associated with the loan over time (specimen invoices, renewals, over-due notices, etc.) by the collections manager in a file or notebook relating to the loan.
- 1.3.** Only accessioned and cataloged specimens can be loaned. If a borrower requests material that is unaccessioned and/or uncataloged, then these procedures must be completed at the RAM by collections staff before the specimen can be loaned and sent out of the Museum.
- 1.4.** In general, the RAM does not loan Type specimens. Under certain circumstances, and at the discretion of the Curator or Director, Type specimens may be loaned; in such cases, restrictions may be placed on the

duration of the loan and the method of shipment, and the borrower may be required to insure the specimen during transit.

- 1.5. Federally-managed specimens are managed by policies and guidelines that supersedes the RAM loan policies, protocols, and procedures. Federally-managed specimen may have further requirements set forth by the relevant managing agency that the Borrower must be able to prove they can abide by before approval of the loan. Loans of federally-owned specimens to private individuals is prohibited by federal policies and guidelines.
- 1.6. All material requested for loan must be physically assessed by the Collections Manager, in consultation with the Curator, and documented prior to shipping by completion of a Condition Report and digital image(s) archived in the RAM database.

2. Loan Duration and Delinquency:

- 2.1. The period of loans from the RAM may not exceed a period of one year. Loans are considered due for return once the period of the loan has elapsed. The Borrower will be sent a courtesy notice by e-mail one week before the due date of the loan requesting to either extend or return the loan. Borrowers may request for an extension on the period of loans by phone or e-mail to the Collections Manager anytime before the due date of the loan. Extensions on the period of loans must be approved by the Curator and will be processed by the Collections Manager.
- 2.2. The RAM retains the right to recall loan material any time before the one-year loan period has expired, for any reason. The Museum will endeavor to, but is not required to, give a minimum period of 2 weeks notice.
- 2.3. Loans that have not been returned five years after the due date are considered to be delinquent. Active recovery procedures will be initiated by the Collections Manager, which may include (in order of increasing severity) e-mail reminders; telephone reminders; contact by the Curator; and contact with the borrower's head of department or more senior administrators. A visit to the institution may be arranged to reclaim the specimen(s). In extreme cases, the Museum's legal counsel may become involved.
- 2.4. Persistent failure to return overdue loan material may be grounds for the withdrawal of the borrower's right to use the collection. Under extreme circumstances, such as failure of the borrower's home institution to act to ensure the return of the material, and at the discretion of the Director, withdrawal of privileges may be extended to cover all staff and students of the borrower's institution. Further action, including legal proceedings, may be undertaken if necessary.

3. Care of Loan:

- 3.1. Specimens borrowed from the RAM shall be given care at all times to insure against loss, damage or deterioration. Specimens must be handled only by experienced personnel and should be studied and stored in secure areas of the borrowing institution. Specimens must be maintained in a building equipped to protect them from fire or flood, theft, and insects and other environmental hazards. Upon receipt and prior to return of the specimen, the Borrower must complete a Condition Report that should be sent to the RAM Collections Manager.
- 3.2. The RAM Collections Manager should be notified immediately, followed by a written report, if damage to or loss of a loaned specimen is discovered. The report should detail the damage to the specimen and the circumstances under which the damage occurred. No work should be undertaken on the specimen by the Borrower. The impact of the damage will be assessed by the Curator and Collections Manager, and a suitable course of action will be agreed upon and conveyed to the Borrower.
- 3.3. Normal loan conditions preclude any interventive work on the specimen(s), such as preparation, molding or casting, or consumptive sampling. Such work must not be undertaken without advanced, written

permission from the RAM. Carrying out preparation or consumptive sampling on a borrowed specimen without permission may be grounds for denying future loan requests from the borrower.

- 3.4. Loan Material must never be transferred to a third party. All material must be returned as laid out in the loan procedures and loan documents, and if necessary a new loan can be requested by the third party and arranged according to the above procedures.

4. Transportation

- 4.1. Outgoing and returning loan material(s) will be transported by a method which allows for the most direct route possible and tracking of the package, unless the loan material(s) have been assessed too delicate or important for shipment by RAM staff and must be hand-carried by RAM staff or an authorized courier. The Borrower will be notified by RAM once the loan material(s) have been shipped and of the estimated date of delivery and vice versa upon return of the loan.
- 4.2. All shipments or cargo transported loan material(s), must be shipped overnight or priority. If transport by air is required for the loan material(s), the object may not sit at an airport overnight while in transit. Same day customs clearance and delivery to the Borrower are required. If customs inspection is required, it must take place at the Borrower's institution. All shipping arrangements are to be made in consultation with RAM in advance of the shipment date.
- 4.3. If, for any reason, the loan material(s) must remain at an airport or storage facility overnight before delivery to the Borrower's institution, the RAM staff or authorized courier will be provided lodging nearby the airport or storage facility. The Borrower will pay for all expenses related to the overnight stay of the RAM staff or authorized courier to remain near the loan material(s).
- 4.4. When shipping specimens, specimens should be packaged according to curational best practice methods. Specimens should be wrapped carefully and padded for transport, using preservation grade materials and identification numbers should be clearly visible on the exterior of the packaging.
- 4.5. When appropriate, specimens, especially fragile, rare, or Type specimens, can be hand-carried by the Borrower following approval by the Curator. Such carriage should be point-to-point; handover at an intermediate venue (e.g., SVP) is strongly discouraged, and only permitted when approved in advance by the Curator or Director. Specimens should be packed to the same standard as is used for regular shipping. If hand-carried specimens are to be taken on airplanes, especially if overseas, the packing material should be arranged to allow easy opening at airport security, if necessary.
- 4.6. All costs associated with the transportation of loan material(s), including but not limited to crating, packing, shipping, customs clearance, local cartage and courier expenses, are to be paid by the Borrower, unless otherwise agreed upon by both RAM and the Borrower and stated in an amendment to the Loan Conditions and Agreement. All costs and travel arrangements associated with the transportation of loan material(s) will be agreed upon by both RAM and the Borrower and stated outright in a Transportation amendment to the Loan Conditions and Agreement.
- 4.7. In cases where the loaned specimens must be transported personally by RAM staff, for example the transportation of a rare specimen internationally, the Borrower will be required to make all necessary arrangements for transport, not excluding packaging for specimen, transportation costs, and accommodations for RAM staff. Arrangements for personal transportation of specimens will be agreed upon by both the RAM and Borrower and be amended as part of the Loan Conditions and Agreement.
- 4.8. **For cases of multivenue exhibitions:** RAM staff or an authorized courier is not required for the intervenue transport(s) as long as a Borrower courier accompanies the loan material(s). Individual Loan Conditions and Agreements will need to have been completed by the additional venues and approved by RAM before transportation of loan material(s) occurs.

- 4.9. When returning a loaned specimen, the Borrower certifies that all specimens returned to the RAM via mail or hand-carried are in good condition and will withstand ordinary strains of packing, transportation and handling. If a specimen is very fragile, a Condition Report of the specimen will be completed prior to shipment and must be sent to the RAM by the Borrower. Otherwise, it will be assumed that specimens were received at the RAM in the same condition as when they were packed for shipment by the Borrower. The method of shipment will be agreed upon by both the Borrower and the RAM. The RAM Collections Manager should be informed by the Borrower of the date of shipping, the tracking number, and estimated date of delivery.

5. Insurance

- 5.1. If required, RAM specimens will be insured by the Borrower during the period of the loan for the amount stated on page one of the Loan Conditions and Agreement and the RAM must be furnished with a Certificate of Insurance or a copy of the policy made out in favor of the RAM prior to shipment of specimens.
- 5.2. If the insurance requirement is waived, the Borrower agrees to indemnify the RAM for all loss or damage to specimens occurring during the term of the loan. Insurance of specimens is at the discretion of the Curator or Director, who is responsible for assignment of an insurance value, in consultation with the Collections Manager.

6. Condition Reporting

- 6.1. Upon arrival of the loan material(s), the Borrower will notify RAM and will proceed to check the condition of the packaging before opening and note any damage.
- 6.2. Unpacking and repacking of loan material(s) must be performed by experienced personnel. If accompanied by RAM staff or certified courier, unpacking and repacking of loan material(s) must be supervised by the RAM staff or certified courier. The Borrower will assess the loan material(s) and compare contents to packing list.
- 6.3. A RAM Condition Report for the loan material(s) will accompany the shipment. The Borrower agrees to check the condition of the loan material(s) upon arrival of the shipment and prior to return of the loan. Any changes in condition will be noted by Borrower on the Condition Report. The Borrower will also visually inspect loan material(s) for the duration of the loan to check for any changes in the condition of the material(s). The Borrower must notify RAM immediately in the event of any damage, loss or change in the condition of the loan material(s). No repair or restoration may be undertaken without the express written permission of RAM.
- 6.4. The Borrower will retain all the original packing materials and packing list and will ensure that the object is repacked with the same materials and in the same way as they were sent by RAM.

7. Documentation

- 7.1. Copies of all documents associated with the loaned specimen (formal request, loan agreements, invoices, correspondence, etc.) shall be kept on file by the Collections Manager.
- 7.2. All loans should be recorded in the RAM collection loans database (Access). Quadruplet loan invoices should be generated from the database; an example is attached below. All copies must be signed by the Curator or, in their absence, by the Director. One copy is kept on file by the collections manager. The three signed copies should then be sent with the loan material to the Borrower, who countersigns and returns one copy to RAM. By signing the invoice, the Borrower acknowledges receipt of the specimen and agrees to abide by the conditions set out in the RAM Loan Invoice and RAM Loan Policies, Protocols, and Procedures.

- 7.3. Yellow specimen loan tags shall be completed for all loan specimens prior to shipping. The specimen tags should be completed with the borrower's name, reason for removal, destination, date of removal, date of return, and specimen name and number. One copy is left in the collection drawer from which specimen was removed and the other is kept with the specimen. Yellow specimen loan tags can be obtained from the Collections Manager.

8. Exhibition

- 8.1. The Borrower will need the approval of the RAM if a specimen is to be placed on exhibit and will not place the specimen on exhibit prior to receipt of written permission from the RAM. The initial application and approval procedures for such loans are the same as for research loans. Specimens included in exhibits must be secured from damage and theft by appropriate exhibit materials (brackets, railings, Plexiglas barriers, etc...). The Borrower must be able to provide suitable evidence that they will be able to provide adequate security and appropriate exhibit materials, for example through an exhibition proposal or facilities tour, before approval of the exhibition loan.
- 8.2. The Borrower agrees to maintain the following conditions in the galleries, showcases, or storerooms, i.e., wherever the loan material(s) are to be displayed or stored, unless otherwise stated in an amendment to Loan Conditions and Agreement:
- 8.2.1. Temperature: $70^{\circ} \pm 2^{\circ}$ F
- 8.2.2. Humidity: $50\% \pm 5\%$ RH
- 8.2.3. Light levels: no more than 300 lux
- 8.3. The Borrower agrees that the loan material(s) will remain in secure, museum quality display cases for the duration of the exhibition. Any materials used in case construction or any materials used in the exhibition which come into direct contact with the loan material(s) will be archival quality materials suitable for use with the loan material(s), i.e., materials that are chemically inert or known not to cause deterioration.
- 8.4. No smoking, eating or drinking is to be permitted in the room or galleries where the loan material(s) shall be exhibited or kept.
- 8.5. The Borrower agrees to maintain constant and adequate security precautions against fire, theft, handling by unauthorized personnel, and other hazards. These precautions shall include that the displayed loan material(s) be housed in a locked, museum quality display case and that the galleries, showcases, or storerooms be locked during non-public hours. During both public and non-public hours, the loan material(s) must be under camera surveillance.
- 8.6. Any additional security measures for loan material(s) will be assessed based on the importance and rarity of said material(s) and stated in an amendment to the Loan Conditions and Agreement.

9. Installation and Handling

- 9.1. The Borrower will exercise at least the same degree of care with respect to the loan material(s) to be lent as it does in the safekeeping of its own collection of a similar nature.
- 9.2. Installation will not take place until all case construction and painting activities have been completed in the galleries.
- 9.3. For loan material(s) hand-carried by RAM Staff or an authorized courier, the installation and deinstallation of loan material(s) must be supervised by the RAM staff or authorized courier. The loan material(s) may only be handled by RAM staff or authorized courier or such Borrower staff members as he or she may designate. The loan material(s) may not be handled when the RAM staff or authorized courier is not present, unless otherwise authorized by RAM and stated in an amendment to the Loan Conditions and Agreement or in the event of an emergency. Should handling of loan material(s) by the Borrower's staff

become necessary during the duration of the exhibition due to an emergency, RAM must be notified as soon as possible.

10. Preparation:

10.1. For a specimen needing further preparation for research study, the borrower must have written approval from the RAM before preparation is initiated. Casts can be made of specimens on loan only with prior written permission from the RAM. Requests for further preparation or molding and casting should be sent to the Curator in the form of a written request by e-mail, and can be made at anytime during the period of the loan.

11. Reproduction and Credit

11.1. RAM loan material(s) used for research or exhibition must be labeled using RAM identification numbers and listed with “Raymond M. Alf Museum of Paleontology, Claremont, California” as ownership or steward, in the case of federally-managed loan material(s). In the case of federally-managed loan material(s), the overseeing agency or bureau (BLM, NPS, etc.) must be acknowledged in the exhibition.

11.2. RAM requests copies of published manuscripts in which RAM loan material(s) are used as part of scientific study.

11.3. Unless otherwise stated in an amendment to the Loan Conditions and Agreement, Loan material(s) may be reproduced in traditional print media for publicity and non-commercial educational purposes from photographs or digital files. Loan material(s) for exhibition may also be reproduced on the Borrower’s website and other social media with appropriate labeling identifying the RAM as the source of the loan material(s) on exhibit, as well as acknowledgment of relevant federal agencies, if applicable. RAM requests copies of marketing, publicity, and supplementary materials in which RAM loan material(s) are used as part of the exhibition.

11.4. The Borrower may photograph, 3D scan, cast and mold, or illustrate loan material(s) for exhibition and educational purposes unless otherwise notified in writing by RAM. RAM requests that copies of publications, photographs, illustrations, casts, and 3D digital models prepared for research or exhibition and directly related to the RAM specimens be given to RAM for scientific and educational use, with all production credit given to the Borrower.

11.5. It is understood that loan material(s) on exhibition may be photographed or filmed by the public. Professional filming by the Borrower or press is permitted as long as it is supervised by the Borrower’s conservator or collections management staff to ensure the safety of loan material(s) from equipment and prevent improper handling by unauthorized personnel.

11.6. Reproduction of loan material(s) for any other purposes besides those listed above requires prior, express written permission from RAM and must be stated in an amendment to the Loan Conditions and Agreement.

12. Use of Specimens by Museum Staff and Visitors

12.1. RAM collection specimens should not be removed from the collections by museum staff without appropriate approval and notification of the Collections Manager. If a specimen is removed, for any reason, the specimen is the responsibility of the museum staff and they must ensure that the specimen is adequately handled and stored at all times. Failure to follow this procedure may be grounds for restriction or withdrawal of access rights to the collection.

12.2. When a specimen is removed from its storage area (drawer/ shelf/cabinet) for an extended period of time, for example for exhibition or educational purposes, two pink specimen tags must be completed. The specimen tags should be completed with the borrower’s name, reason for removal, destination, date of

removal, date of return, and specimen name and number. One copy is left in the collection drawer from which specimen was removed and the other is kept with the specimen. Pink specimen tags can be obtained from the Collections Manager.

Incoming Loans

1. The RAM will exercise the same standard of housing and care with respect to loans as it does to safekeeping specimens in its permanent collections. The RAM will abide by all policies and procedures for loans as set from the Lender. All incoming loans shall be initiated by the RAM Director or Curator and responsibility of the specimens shall be held by them. All incoming loans can be accepted by the Director, Curator, or Collections Manager. The Collections Manager will process the incoming loan and maintain all loan documentation required by both the Lender and the RAM.
2. Precautions will be taken to protect specimens from fire, theft, mishandling, and extremes of light, temperature and humidity while in the custody of the RAM. Evidence of damage to specimens at the time of receipt or while in the RAM's custody will be reported immediately to the Lender. Specimens lent to the RAM shall remain in its possession for a time limit specified by the lender but not more than one year unless specific arrangements are made for a loan term exceeding one year. The RAM retains the right to return the loan before the specified time limit has expired. Specimens will be returned to the Lender of Record or to a location mutually agreed upon in writing by the RAM and the Lender of Record. In case of uncertainty, the RAM reserves the right to require a Lender/claimant to establish title to a specimen by supplying copies of ownership documentation to the RAM.
3. The RAM will require the approval of the Lender if a specimen is to be placed on exhibit and will not place the specimen on exhibit prior to receipt of written permission. For a specimen needing further preparation for research study, the RAM will secure written approval from the Lender before preparation is initiated.
4. The Lender certifies that specimens sent in the mail or hand-carried are in good condition and will withstand ordinary strains of packing, transportation and handling. If a specimen is very fragile, a written report of the condition of the specimen prior to shipment must be sent by the Lender to the RAM. Otherwise, it will be assumed that specimens were received at the RAM in the same condition as when they the Lender packed them for shipment. The method of shipment will be agreed upon by both the Lender and the RAM.
5. If required, specimens will be insured for the amount specified by the Lender. If the Lender fails to indicate an amount, the RAM, with the implied concurrence of the Lender, will set a value for purposes of insurance for the period of the loan (said value shall not be considered an appraisal).
6. Unless otherwise notified in writing by the Lender, the RAM may photograph or make a drawing of any specimen lent for educational and research purposes. It is understood that specimens on exhibit may be photographed by the public. Unless otherwise instructed in writing, the RAM will credit the Lender in any publication in which a lender's specimen is mentioned or reproduced. Unless otherwise instructed in writing, a label identifying the Lender as the source for an exhibit specimen will be placed with the lender's specimen while it is on display at the RAM.

Packaging and Shipping

Pack specimen(s) according to RAM curational guidelines:

- 1.1. Wrap each specimen carefully. Use 'Ethafoam', acid-free tissue or bubble wrap, as necessary. Write the specimen number on the outer wrapping on a piece of masking tape. Put the wrapped specimens in a box using filler of bubble paper, ethafoam, or other suitable material. Place small specimens in plastic boxes with wrapping material. Heavy elements, such as skulls, should be placed in separate boxes with foam and bracing supports. Packing delicate materials inside a ziploc bag, in addition, can aid in ensuring that any fragments (should the specimen deteriorate in transit) are captured in the plastic bag.

- 1.2. Place the three signed loan invoices in an envelope and put inside the box with specimen. Tape the box closed.
- 1.3. Place the specimen box in a slightly larger box with Styrofoam peanuts or other packing for added safety during shipping when necessary for the safety of the specimen (this process is known as “Box Within a Box”). Add address labels and “Fragile” labels. Packages must conform to US postal and parcel service regulations.
- 1.4. It is important that the shipping method chosen allows for tracking the package. Fragile material should always be couriered and not sent by US Mail.
- 1.5. See Fox, 2014 – How to Pack Fossils for Loans for more information