

Nebraska State Historical Society Outgoing Loan Procedures

The Nebraska State Historical Society loans objects from the collections to qualified institutions for exhibit, research, or other interpretive purposes. Loans from the collections are reviewed by the Collections Committee. Considerations of rarity, intrinsic and historic value, conservation needs, and display status determine what may be available for loan. Loans are made for a period of not less than fourteen (14) days or more than two (2) years. Loans may be renewed upon request.

Application:

Requests for loans should be made at least six (6) months in advance and must be submitted in written form on institutional letterhead. Requests with less than six (6) months' notice will be considered as staff resources and schedules allow. Requests should include the specific objects/items, purpose of the loan, and the proposed start and end dates of the loan period.

Institutions requesting loans must meet certain environmental, display, and security standards and must provide a completed copy of the American Alliance of Museums *General Facility Report* with the loan request.

Loan requests shall be sent to:
Christina Smith, Collections Registrar
Nebraska State Historical Society
PO Box 82554
Lincoln, NE 68501
Christina.smith@nebraska.gov

State Archives/Government Records loans to ***other state agencies and county governments*** are handled by the State Archivist/Curator of Government Records. Further information may be found [here](#). Queries must be sent to: gayla.koerting@nebraska.gov

Archeology loans for ***research, rather than exhibit, purposes only*** to qualified researchers are handled by the Curator of Archeology. Queries regarding Archeology research loan requests must be sent to: Trisha.nelson@nebraska.gov

Loan Approval:

Requests for loans are reviewed every third week by the Collections Committee. If the loan is approved an *Agreement for Outgoing Loan* form will be sent to the borrower. This should be signed and returned to the Registrar.

The borrower shall purchase wall-to-wall insurance coverage for loaned objects and shall name the Nebraska State Historical Society as an insured and loss payable. A certificate of insurance shall be provided. Valuation of objects for insurance purposes will be determined by the Nebraska State Historical Society and/or qualified appraisers.

Borrower Responsibility:

Unless otherwise specified in writing, the borrower will be responsible for the cost and arrangements related to the transportation of the loaned object, subject to approval by the Nebraska State Historical Society.

The reproduction or photographing of object(s) is expressly forbidden without the written permission of the Nebraska State Historical Society.

Exhibits, publications, etc., using borrowed Nebraska State Historical Society objects will give credit to the Nebraska State Historical Society.

Borrowers must comply with any special environmental, security, handling or installation requirements noted on the loan agreement.

All objects loaned shall remain in the condition in which they were received. The borrower shall make no alteration to the loaned object(s) without prior written authorization. This includes, but is not limited to: conservation, alteration of any frame, matting material, or support structure associated with the loaned object(s).