Crafting a standard ‘non-museum’ loan policy across multiple cultural institutions
Alexander Architecture Archive
Beth Dodd, Curator
Benson Latin American Collection

Jullianne Gilland, Curator
Briscoe Center for American History

Lynn Bell, Registrar
Blanton Museum of Art

Gabriela Truly, Director of Collections and Exhibitions
Meredith Sutton, Registrar
Harry Ransom Center

Sonja Reid, Registrar
Different Special Collections, Different Practices

- Alexander Archive
- Briscoe Center for American History
- Benson Latin American Collection
- Blanton Museum of Art
- Harry Ransom Center
Different Special Collections, Different Practices

- Alexander Archive - *No registrar*
- Briscoe Center for American History
- Benson Latin American Collection - *No registrar*
- Blanton Museum of Art
- Harry Ransom Center
Different Special Collections, Different Practices

- Alexander Archive - *No registrar*

- Briscoe Center for American History - *Registrar for loans and limited accessions*

- Benson Latin American Collection - *No registrar*

- Blanton Museum of Art

- Harry Ransom Center – *Registrar for loans only*
Different Special Collections, Different Practices

- Alexander Archive - *No registrar*

- Briscoe Center for American History - *Registrar for loans and limited accessions*

- Benson Latin American Collection - *No registrar*

- Blanton Museum of Art – *Traditional registrar*

- Harry Ransom Center – *Registrar for loans only*
Different Special Collections, Different Practices

- Alexander Archive - No registrar

- Briscoe Center for American History - Registrar for loans and limited accessions

- Benson Latin American Collection - No registrar

- Blanton Museum of Art – Traditional registrar

- Harry Ransom Center
Different Special Collections, Different Resources

- Alexander Archive
- Briscoe Center for American History
- Benson Latin American Collection
- Blanton Museum of Art
- Harry Ransom Center
Different Special Collections, Different Resources

- Alexander Archive – no vehicle
- Briscoe Center for American History – vehicle
- Benson Latin American Collection – no vehicle
- Blanton Museum of Art – vehicle
- Harry Ransom Center – no vehicle
Different Special Collections, Different Resources

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- Benson Latin American Collection
- Blanton Museum of Art
- Harry Ransom Center
Different Special Collections, Different Practices

- Alexander Archive - *No registrar*

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- Benson Latin American Collection - *No registrar*

- Blanton Museum of Art – *Traditional registrar*

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Different Special Collections, Different Resources

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Different Special Collections, Different Resources

- Alexander Archive – no vehicle
- Briscoe Center for American History – vehicle
- Benson Latin American Collection – no vehicle
- Blanton Museum of Art – vehicle
- Harry Ransom Center – no vehicle
Different Special Collections, Different Resources

- Alexander Archive – no preparator
- Briscoe Center for American History – limited preparation
- Benson Latin American Collection – no preparator
- Blanton Museum of Art – preparator
- Harry Ransom Center – preparator
Different Special Collections, Different Borrowers

- Provide a limited number of “definite yes” locations
- Provide guidelines for a limited number of “yes to loan” works
- Define costs
- Define the role of the borrower
- Give flexibility for exceptions
Different Special Collections, Different Borrowers

- Provide a limited number of “definite yes” locations
- Underwriters of Insurance Policy
- On-Campus Police
Other stakeholders

- Office of Risk Management
- Underwriters of Insurance Policy
- On-Campus Police
Reconsidering the Loan Agreement

- What is university policy?

- Who is your audience?
Reconsidering the Loan Agreement

- What is university policy?
- Loan agreement to another campus entity may give limited protection
- Who is your audience?
Reconsidering the Loan Agreement

- What is university policy?

- Loan agreement to another campus entity may give limited protection

- Who is your audience?

- Non-Museum Staff: lack of knowledge should be expected...and treated as normal
Non-museum staff do not know:

- Format and wording of a loan agreement
- Costs associated with safe and esthetically pleasing display
- Museum environmental conditions
- Proper or appropriate care of the work
- Conditions or events in an office that put art at risk
- Protocol for when things go wrong
Caring without finger-wagging

- Write policy and loan agreement so that they are clear and easy-to-read
- Ensure understanding of responsibilities by reviewing in person
- Develop procedures that encourage communication
Loan Policy Covers:

- Policy statement
- Scope of the program
- Selection of materials
- Environment
- Security
- Loan Fees and Costs
- Insurance
- Length of loan term
- Loan Paperwork
- Transportation
- Handling & installation
- Care while on display
- Notifications
- Loss, Theft, or Damage
- Reasons for Recall
- Return of loan
- Responsibilities of the Borrower
Project Status

- Working group has submitted a working draft that is being submitted to directors for review.
- Policy will be put in place once final edits are in place.

For a copy of the final approved version, email me at: sonjareid@utexas.edu
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Thank you!
Questions?

Thank you!