

Samford University Library

Special Collection and University Archives

Display/Exhibition Loan Agreement

Please read the following conditions in advance of making a request to the Special Collection department. The borrower will sign a Loan Agreement prior to receiving requested materials.

Conditions of Loan

The Samford University Library Special Collection & University Archives may lend processed materials from its collections at the library's discretion. The approval for each loan will depend on the condition of the item(s), the scarcity of the item(s), the nature and length of the exhibition, the facilities where item(s) are to be displayed, the anticipated need of the item(s) for the library's own research or exhibition purposes, and other factors involving scholarship and preservation. Loaned materials can be recalled by the library if a need arises for the item(s).

Requests must be submitted to the Special Collection department a minimum of two months prior to the date items are needed for the display. Loans are limited in duration to six months or less.

Please initial each point below to indicate that you accept the condition.

1. The borrower will receive, store, and display the items in a secure, environmentally sound area. The exhibit area must have temperature and humidity controls that maintain temperature between 60-70 degrees (± 5 degrees in 24 hours) and between 40-50% relative humidity ($\pm 5\%$ in 24 hours). Items must not be placed near windows where they will be in the sunlight. Lighting must be filtered so that the material is subject to UV exposure lower than 75 microwatts/lumen. Appropriate 24-hour security of the exhibition spaces and storage/preparation areas must be provided, including secured rooms and locked cases or tamper-resistant mountings. Automatic fire detection and suppression systems must be in place. _____
2. The borrower will apply accepted archival practice in the handling and installation of borrowed materials. Installation must follow reversible techniques. Any matting and framing must be approved by Special Collection Archivists. Borrowed items must be returned in the same condition in which they were received and packaged in the same or similar housing. No adhesive, including tape, should be used on borrowed item(s). The polishing and cleaning of item(s) should be done only with permission from archivists. The borrower agrees to pay all costs associated with restoration of items returned in damaged condition. Any accompanying materials such as descriptive content should be returned to the library with correct corresponding item. _____
3. The borrower will not duplicate, or permit others to duplicate, borrowed material without the explicit permission of Special Collection and of copyright holders. This stipulation applies to photographing exhibited materials on display or to preparing or broadcasting images for promotion or publicity. Such permission must be sought in writing. _____

4. The source of the loan will be acknowledged both on the exhibition label for the item(s), and in any publicity material. *'Courtesy of the Special Collection Department & University Archive'*. The borrower will provide the Special Collection & University Archives with a complimentary copy of any publicity materials created for the exhibition. _____

Person responsible for the request, Please Print

Name: _____

Email: _____

Department: _____

Item(s) requested. Include Accession Numbers and Description (Special Collection (SC) staff will assist with this information)

Description of area item(s) to be exhibited:

Purpose and scope of requested item(s):

SC Representative: (Print) _____

Signature: _____ Date: _____

Borrower's Signature: _____ Date: _____

Items Returned

SC Representative Signature _____ Date _____

Borrower Signature _____ Date: _____

Notes: