

objects for disposal shall have all identifying marks and numbers removed from and the disposal shall be noted in the appropriate research collection catalogue staff in charge.

H. Objects shall not be given or sold to Museum employees or their relatives or representatives.

I. Deaccessions will attempt to adhere to the policies and procedures of the appropriate collection. These procedures should be in writing and on file with the Museum Director.

VII. Loans

A. Loans are only undertaken under the terms of a loan agreement that forms a contract between lender and borrower and specifies terms and conditions of the including the respective responsibilities of each party.

B. In cases where the Museum is the lender loan requests will be considered by Museum contingent upon the following restrictions:

1. Loans will not ordinarily be made to private individuals.
2. The Museum normally participates only in temporary loans and all loans for a specified period of time. Written documentation must be made of all
3. If an extension to the initial period is requested and granted, it must be renewed annually by the Faculty curator and Professional staff of the collection involved. Written documentation of the extension request must be provided.
4. The Museum may recall a loan for any reason with 30 days written notice
5. Materials are to remain in the same condition in which they leave the Museum. They will not be cleaned, repaired, retouched, or otherwise altered unless an agreement is made with the Museum and documented in writing.
6. No loans will be made or accepted when there exists unreasonable risk to safety of the loan material. The borrowing institution must provide adequate security and an appropriate physical environment for the items loaned.
7. Objects will be loaned only for the purposes of exhibition, research, or public education.
8. Circulating educational materials constitute separate category of loan not covered by this policy.

C. The Museum reserves the right to refuse a loan of any specimen.

D. In cases where the Museum is the borrower, all stipulations required by the institution will be met.

E. Loans will otherwise follow the policies and procedures of the appropriate collection. These procedures should be in writing and on file with the Museum Director.