

PROCEDURE FOR USC SPECIALIZED COLLECTIONS LOANS

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Procedure Introduction

The USC Collections Loans Procedure exists to ensure that all collections, acquisitions artworks, artifacts, or manuscript materials are loaned or temporarily transferred to University ownership according to all applicable laws, regulations, University standards, and museum artifact and works-of-art and library and archives professional organization best practices.

Borrowing and lending objects requires specific procedures to assure object management and mitigation of risk. Loans do not involve transfer of title but are the temporary reassignment of objects from USC (outgoing) to another institution or to USC (incoming). All loans are for a defined period of time and for the stated purposes of exhibition, study, research, and education. Permanent loans and for-profit use of loaned materials is prohibited.

A written loan contract, utilizing the standard loan template, must accompany every loan with specifications on rights and responsibilities of each party. The loan contract must stipulate the conditions of the loan to ensure adequate storage, environmental protection, insurance, security and safety precautions during transit, handling, and use.

Responsibilities

POSITION or OFFICE	RESPONSIBILITIES
1. Department or Unit	Overall responsibility for receipt, documentation, cataloguing, transportation, care, and return or loaned objects

Procedure Details

Incoming Loans:

Action #	Responsible Stakeholder	Details
1.0	Unit	USC may require the lending party to certify that the loan object(s) can withstand ordinary strains of packing, transportation, and handling. The unit may request that the lending party send a written condition report prior to the transportation of the object(s). It is the responsibility of the unit to monitor the condition of the loan object(s).
2.0	Unit or the Registrar	Discuss with the lending institutions the shipping arrangement as early as possible. Any additional shipping requirements from the lending institutions should be included on the loan agreement as it is customary for the borrowing institutions to be responsible for all shipping costs. Factors to consider

		when discussing shipping arrangement with the lending institutions: preferred route, mode of transportation, schedule, shipping agents, special rigging and packing needs, consolidations and any additional security requirements.
3.0	Unit	Upon receipt of the loan by the unit, the object(s) must be inventoried, inspected and condition reported, photographed and written notations made of the findings. Upload all related documents to the database according to the assigned temporary numbers (e.g. loan agreement, shipping receipt, condition report, photograph).
4.0	Unit	The unit is responsible for the prompt return of the loan object(s). The object(s) must be inventoried, inspected and condition reported, photographed, and written notations made of the findings. Return receipt must be obtained with signature from the lending institution; receipt then be uploaded to the database to update the status of the loan and close the record.
5.0	Unit	The unit reserves the right to cancel a loan or remove the loan object(s) from exhibit at any time. All loans are for a set period of time that cannot exceed two years.
6.0	Unit	Packing and shipping arrangements of a loan object(s) are the responsibility of the unit.
7.0	Unit	The unit may notify a lender of the USC Collection's intent to terminate a loan for an object(s) for which a written loan agreement exists that was made for an indefinite term or for a term in excess of seven years.
8.0	Unit	Loans are returned to the lending party identified on the loan agreement at the stated address unless an authorized agent of the lender has given notice of change of ownership or location.

Contacts

Please direct any questions regarding this procedure to:

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