



Policy for the Loan and External Exhibition of Rare and Unique Materials

This policy is for application to the Lackawanna Public Library.

I. STATEMENT OF POLICY

The Lackawanna Library is privileged to house a collection of rare, unique, and locally significant materials and items (“special collections”) including but not limited to books, manuscripts, archival and pictorial material. The Lackawanna Library Board of Trustees is responsible for the preservation of these treasures and for sharing them with the community under conditions that do not subject them to potential loss or damage. Authority for all decisions regarding the management, development or disposition of the collection resides with the Lackawanna Library Board of Trustees or its designee.

In furtherance of the Lackawanna Library’s mission, the Lackawanna Library Board of Trustees encourages inter-institutional loans of items in its special collections for the purposes of research or exhibition. This Loan and External Exhibition of Rare and Unique Collections Policy (the “Policy”) shall facilitate loan and external exhibition of the special collections, while affirming the Lackawanna Library’s curatorial responsibilities, establishing standard procedures for the loan and exhibition of special collections items, and setting clear and specific responsibilities of both the B&ECPL and the borrowing institution (the “Borrower”).

The intent of the Policy is to set forth the general principles that will guide the Lackawanna Library’s decisions with respect to loan and external exhibition of the special collections. In all cases, the institution that borrows any item from the special collections must complete and sign the

Agreement for Loan & External Exhibition of Rare and Unique Collections (the “Agreement”).

II. PRINCIPLES

A. General Conditions of Loans

1. An item from the special collections may be loaned to a third party only with the approval of the Lackawanna Library Board of Trustees and Library Director.
2. In addition, the Lackawanna Library Board of Trustees must approve the loan of any item from the special collections that the Library Director deems to have a value of \$50,000 or greater, or to be invaluable or incapable of being valued.
3. The Lackawanna Library may restrict or deny the loan of any item from the special collections, or require the use of copies in lieu of original materials, for any reason, including but not limited to:
 - a. when the physical condition of such item might be endangered by exhibition;
 - b. when the item is in fragile condition, or its size or format creates an increased risk of damage or loss in shipping (e.g., folios, maps, unbound manuscripts); or
 - c. if the prospective Borrower does not demonstrate the ability to meet the Lackawanna Library’s requirements for the safe transport, exhibit, custody and care of the item.
4. The decision to lend any item from the special collections should involve the individual(s) exercising curatorial responsibility for that item. Such decisions should reflect item-by-item, series-by-series, or collection-by-collection

consideration, whichever is appropriate, rather than being based on broad categorical rules.

5. Lackawanna Library staff will examine and document each item proposed to be loaned pursuant to the Policy, including its condition, prior to its release and following its return.

B. Pre-Conditions of Loans

1. Prior to loaning any item from the special collections, a prospective Borrower must demonstrate it will meet the following criteria relating to the housing, security and use of such item throughout the loan period:
 - a. staff with expertise in the care and handling of special collections;
 - b. a secure space under continuous supervision to ensure the safety of the item(s) during the exhibition or other use;
 - c. secure storage for borrowed item(s) under environmental conditions that meet accepted standards for housing special collections;
 - d. the ability to protect the borrowed item(s) from theft, vandalism, fire, and other threats while in its custody; and
 - e. a detailed security plan.
2. The Borrower must treat the borrowed item(s) with the same care as it does in the safekeeping of comparable property of its own.
3. The Borrower shall not be permitted to clean, repair, restore, rehouse, unframe or otherwise alter any item from the special collections without the prior written consent of the Library Board.
4. The Borrower shall not be permitted to create, use, or reproduce images of any item from the special collections, whether for publicity or any other purpose, without the prior written consent of the Library Board. If such consent is given, the Borrower must provide the Lackawanna Library with

copies of all such images and of any materials that include such images.

5. The Borrower must inform the Lackawanna Library of the admission or other fees that will be charged for exhibition of any loaned items or any other financial benefit the Borrower will derive from the exhibition of the loaned items. If the Borrower will charge admission or other fees for exhibition of loaned items or otherwise benefits financially from exhibition, the Lackawanna Library may assess a fee for loan of such item(s).

C. Insurance

1. Insurance against loss or damage of borrowed items shall be the sole responsibility of the Borrower. Borrower must provide a certificate of insurance naming the Lackawanna Library as an additional insured during the entire period of loan, including transit, prior to shipment or transport of the loaned item(s)
2. Insurance of any items from the special collections must be provided by the Borrower in an amount not less than the fair market value of such items, as determined by the Library Board after consultation with the Lackawanna Library's insurance carrier.

D. Loan Period

1. A prospective Borrower must furnish reasonable notice to the Lackawanna Library of a request for a loan of any item from the special collections.
2. In general, loaned items may not be exhibited for more than six months.
3. The period of each loan, including the start and end dates, shall be set forth in the Agreement.

E. Termination

1. A loan shall terminate on the date stated in the Agreement.

2. Upon termination of the loan, the Borrower will immediately return all borrowed items to the Lackawanna Library.
3. The receipt form found at the bottom of the Agreement will be completed by both parties to acknowledge return and receipt of all loaned items.
4. The Lackawanna Library reserves the right to terminate the Agreement and recall borrowed items at any time during the loan period.

Adopted July 21, 2005.

Amended May 21, 2009.

Amended February 20, 2014.

Amended May 17, 2018.