

## **UBC Museum of Anthropology Borrowing Conditions for Loans to Originating Communities: A Guide**

© Museum of Anthropology.  
All rights reserved. Not to be reproduced without permission.

6393 Northwest Marine Drive, Vancouver, BC V6T 1Z2  
T 604.822.5087 F 604.822.2974 [www.moa.ubc.ca](http://www.moa.ubc.ca)

Prepared December 2000

This brief guide to borrowing conditions and loans procedures is intended to provide potential borrowers with information on current practices at the Museum of Anthropology (MOA) to enable them to plan for loans more effectively. The Museum's internal process is complex and can take more time than one might expect.

### **Can materials from the Museum's collections be borrowed by originating communities? (ie, communities from whom the collections originate)?**

Yes, outgoing loans are an important function of the Museum of Anthropology as they increase both physical and intellectual access to the collections. The collections at MOA contain items that are important to originating communities, and their placement and care within the Museum continue to affect the values and beliefs of those communities. The Museum recognizes that these objects may have a non-material side embodying cultural rights, values, knowledge, and ideas that are not owned or possessed by the Museum, but are retained by the originating communities.

Requests involving the loaning out of objects from the Museum's collections will take into account such factors as: the purpose of the loan, the venue and its environmental conditions, the time frame involved, the condition of the object(s) requested, the cultural and hereditary rights and privileges of an artist's family or community regarding specific objects, and existing MOA staff commitments.

### **Does the Museum give priority to particular types of loan requests?**

Priority is given to requests which increase access for First Nations Peoples and for local institutions. MOA will make every effort to provide originating communities with access to collections, guided by the MOA Collection Policy. In most cases, to be considered for an originating community loan, a potential borrower must have a demonstrable connection to the objects being requested.

### **Who is responsible for approving outgoing loans?**

All requests to borrow objects are subject to the approval of the Director on the advice and recommendations of the collections, conservation, and curatorial staff. These staff members will make their recommendations based on a variety of considerations. These factors relate to the transportation, use, and temporary storage of an object (if applicable) for a potential borrower, be it a community, family, or individual, as well as a review of already-scheduled projects and museum staff time and resources and other factors as mentioned above.

### **What are the insurance requirements regarding objects loaned out?**

Borrowing communities or individuals can expect to incur some cost in respect to the provision of insurance for the object(s) loaned out; exact costs and implementation of insurance coverage,

however, will be determined on a case-by-case basis.

**To whom should a request for a loan of objects be directed?**

Loan requests should be submitted to the Director in writing well in advance of the date the material is required.

Director  
UBC Museum of Anthropology  
6393 Northwest Marine Drive  
Vancouver, BC V6T 1Z2

T 604.822.5087  
F 604.822.2974  
E info@moa.ubc.ca

**Does the Museum place a limit upon the number of objects that can be borrowed?**

There is no maximum for the number of objects available for loans; the size of loan requests, however, is limited for a variety of reasons such as staff and space availability. This will be decided on a case-by-case basis.

**Will MOA select objects for a prospective borrower according to specified criteria? Can these requirements be adjusted somewhat?**

It is the responsibility of the borrower to provide a tentative list of the objects they would like to borrow to the Director. This list can be compiled in a variety of ways. The borrower (or a representative) can visit the Museum to look through the Multiversity Galleries and catalogue records. Also, staff members can assist borrowers seeking objects that relate to a particular artist, family, or community by facilitating a search of the Museum's database. Staff will approve item(s) for loan from the borrower's tentative list.

**How much advance notice is required to process a loan?**

MOA's internal approval process can take several weeks or months depending on the request. The Museum, therefore, appreciates as much advance notice as possible so that staff members have adequate time to respond and work through the details involved in the loan process. Depending upon the size of the request, approximately three months notice is required.

**What information should be sent to MOA with the initial loan request?**

The initial loan request should include the following information:

- which objects are being requested
- why the object(s) are being requested
- how they will be used, including the event at which they will be danced or displayed
- who is requesting the loan and their connection to the object(s)
- where the object(s) are needed
- the dates they are needed
- contact information (name, phone numbers, fax numbers, etc) for correspondence.

If possible, loan requests should be accompanied by information on the building(s) where the objects will be used and/or stored. In some cases, MOA will also work with local museums and cultural centers to assist with loans out to communities.

**How will a potential borrower know a loan has been approved?**

When a loan request is approved, a Museum representative will send a letter stating the Museum's approval, confirming the object(s) being requested and an estimate of the loan costs. Loans are subject to the terms of the UBC Museum of Anthropology's Loan Agreement. After the Museum sends out the letter of approval, an Agreement will be drawn up specifically for each loan and will indicate the responsibilities of the borrower(s).

### **What costs might a potential borrower expect to incur?**

The following list provides an idea of the costs that might be incurred by a potential borrower. MOA is obliged to recover the costs of loans. The Museum will attempt, however, to reduce the costs of loans to originating communities/individuals by incorporating loan-processing fees into existing projects, and having students or interns work on the loan, etc. Such cost-saving measures, however, cannot be guaranteed.

#### **Administration fee**

\$50 per object approved for loan. This fee covers the cost of preparing condition reports, and conducting in-house appraisals and administrative work for each item.

#### **Conservation work**

\$50 per hour if required on objects before they can be loaned (includes the cost of any mount-building).

#### **Packing**

\$30 per hour.

#### **Packing materials**

At cost. Whenever possible, MOA will attempt to reuse existing crates to cut costs.

#### **Outside appraisal**

At cost, if needed to evaluate loan objects for insurance purposes.

#### **Shipping**

At cost. It is the borrower's responsibility to arrange for payment. Shipping arrangements must meet MOA's standards and will be negotiated between MOA and the borrower.

#### **Courier**

At cost. Should MOA require a courier to accompany the requested objects, the borrower is responsible for paying for transportation and per diem expenses for him/her. When possible, all costs will be billed to the borrower at the time the loan is shipped out, or when a MOA courier is involved, at the time a loan is returned to MOA.

### **When should objects on loan be returned?**

The objects must be returned to MOA on or before the end-date and time specified in the Loan Agreement.