

GUIDELINES FOR LOANS TO ORIGINATING COMMUNITIES

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Borrowing conditions: Loans to originating communities

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 at UBC (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 MOA's collections be borrowed by originating communities? (i.e., communities from whom the collections originate)?

Yes, outgoing loans are an important function of MOA as they increase both physical and intellectual access to the collections. The collections at the Museum 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 and knowledge 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 location and circumstances of the loan display or use, the time frame involved, the condition of the object(s) requested, the cultural and hereditary rights and privileges of a borrower's family or community regarding specific objects, and the availability of MOA staff to accompany the loan objects.

Does MOA 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 current MOA policies. 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, museum staff time and resources, and other factors as mentioned above.

What are the insurance requirements regarding objects loaned out?

MOA's collection must have insurance coverage at all times, and coverage for objects lent out to originating communities is normally provided by MOA (via the University of British Columbia). However, this coverage is only possible when MOA staff accompany loan objects to the community event and back.

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

Requests should occur well in advance of the date the material is required. Originating community loan requests should begin with a request to a MOA Curator for the related area (see the [staff directory](#) on the MOA website), or submitted, in writing, to the Director:

Director
Museum of Anthropology at UBC
 6393 Northwest Marine Drive
 Vancouver, BC V6T 1Z2
 T 604.822.5052 | F 604.822.2974 | E info@moa.ubc.ca

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

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

Will MOA select objects for a prospective borrower according to specified criteria? (Will 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 a Curator or 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 Gallery and digital catalogue. Also, staff members can assist borrowers seeking objects that relate to a particular family, artist or community by facilitating a search of the Museum's database. The borrower can also search the Museum's collection through the online catalogue. Staff will then determine which items are available for loan from the borrower's tentative list.

How much advance notice is required to process a loan?

The Museum's internal 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 and the complexity of the travel arrangements, approximately three months' notice is needed.

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

The initial loan request should include the following information:

- (1) Which objects are being requested
- (2) Why the object(s) are being requested
- (3) How they will be used, including the event at which they will be danced or displayed

- (4) Who is requesting the loan and their connection to the object(s)
- (5) Where the object(s) are needed/where the event will take place
- (6) The specific dates they are needed, and
- (7) Contact information (name, phone numbers, email, 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?

Borrowers will receive a written notice of the Museum's approval, confirming the object(s) being requested. Depending on the borrower, loans are subject to the terms of the Museum of Anthropology at UBC's Standard Outgoing Loan Agreement or the Community Loan Agreement. 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 Museum will attempt to cover the costs of loans to originating communities/individuals through a special Collections Access Fund.

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. In most cases, the loan objects will be accompanied by a MOA staff member who will be responsible for the transportation of the loan objects to and from MOA on the specified dates.