

Private Collections Policy.

Purpose

This policy provides the parameters within which private collections may be placed on loan and publicly displayed at the Morgan County Library.

Policy

1. **Disclaimer:** The Morgan County Library will do its best, within the bounds of its limited abilities, to provide adequate care and security to collections on loan. The library will provide a locked glass display for a private collection on loan to the library while that collection is on display at the library. Because of its limitations, the library cannot provide a locked location for the collection while it is not on display, either prior to the collection's placement into the locked glass display or subsequent to the collection's removal from the locked glass display. Any collection deemed too valuable for display at the library may be refused. The library, its staff, volunteers, and Board of Trustees will not be held responsible for any losses or damages incurred to private collections on loan to the library, inclusive but not limited to those damages resulting from theft, exposure to light, natural disaster, building failure, or any other event.
2. **Chain of custody:** All private collections on loan to the library will be placed into the custody of the library director or the assistant director. Once the private collection is taken into custody of the library director or the assistant director, no access to the collection will be allowed to anyone without the expressed permission of the library director or the assistant director.
3. **Inventory Statements**
 - a. An initial inventory of ALL items in a private collection on loan to the library will be signed and dated by both the owner of the collection and the library director or the assistant director at the time the private collection is delivered to the library. Signature of the initial inventory indicates transfer of custody from the owner of the collection to the library director or the assistant director.
 - b. A final inventory of ALL items in a private collection on loan to the library will be signed and dated by both the owner of the collection and the library director or the assistant director at the time the private collection is removed from the library. Signature of the final inventory indicates transfer of custody from the library director or the assistant director to the owner of the collection.
4. **Terminus:** At the time a private collection is taken into custody of the library director or assistant director, an agreement shall be reached with the owner of the collection with regard to the duration of the collection's loan to the library. This agreement should be noted on this Private Collections Policy, below.

5. **Insurance Coverage:** The owner of the collection must provide any and all insurance coverage for private collections on loan to the library for the duration of the loan.
6. **Transportation:** The owner of a private collection on loan to the library will be responsible to transport the collection to and from the library.
7. **Record:** The owner of a private collection on loan to the library will provide a signed copy of this policy, signed also by the library director or the assistant director, to be kept on file with the initial and final inventories of the private collection on loan to the library.

Date of terminus of loan to the Morgan County Library _____

With my signature, I indicate that I have read, understand, and agree to the provisions of this Private Collections policy.

Owner signature: _____ Date: _____

Library signature: _____ Date: _____

Accepted by Library Board of Trustees on March 12, 2009. Reviewed on March 2019