

Policy #7: Loans

All loans will be made by the Board of Directors upon recommendation of the Collections Committee and the Curator and all such loans must be completed via a written agreement.

Outgoing loans must have a letter from the gaining institution stating:

- What items would be included in the loan / are being requested.
- A clear and definite timeline and length of loan.
- A detailed outline of security, storage, and protection procedures for both transit and display at the temporary location.
- A Certificate of Liability Insurance naming the Veteran Association of the First Corps of Cadets, Inc. as the additional insured.
- When appropriate, outgoing loans to for-profit entities shall include an agreed-upon cost or service.

Incoming loans will be requested in writing by the Curator only upon approval of the Board of Directors, which shall only consider such a request upon the recommendation of the Collections Committee. VAFCC requests for incoming loans shall include:

- A complete list of items requested for the loan.
- Home location(s) of loan item(s) requested.
- A timeline and length of loan.
- A detailed display plans.
- An outline of security, storage, and protection procedures for both transit and display at the temporary location.
- A Certificate of Liability Insurance naming the owning institution as the additional insured

Temporary custody of an item will follow the same procedures as both outgoing and incoming loans.

In exigent circumstances wherein loan requests/opportunities come to the attention of the Museum without an appropriate amount of time to obtain recommendation of the Collections Committee and approval of the Board of Directors, the President and the Chairperson of the Collections Committee are authorized to act on behalf of the Veteran Association to coordinate for such a loan.