

HARRY RANSOM CENTER
POLICY FOR STATE GOVERNMENT AND UNIVERSITY OF TEXAS LOANS

General Loan Policy

The Harry Ransom Center will lend objects and works of art from selected collections to the State Government and University of Texas offices and official residences (specifically those of the Governor, Lt. Governor, Secretary of State, Chancellor, System Offices, President, Deans, and others at the discretion of the HRC Director) provided the facilities meet HRC security and environmental condition standards, as determined by an on-site assessment made by HRC staff. One-day loans for ceremonies or other official occasions must meet the same standards as loans of longer duration.

Each loan request will be judged on its own merits, the purpose of the loan in relation to the value and condition of the material requested. The duration of the loan will depend upon the physical nature of the material involved, its condition, and other demands for its use.

Conditions of Loan

Materials may not be available for loan if they are too fragile or valuable, or if they are currently required for research or in-house exhibition purposes.

Requests should be made in writing to the Director at least four months in advance of installation and will be filled as time and workloads permit. A signed Loan Agreement form must be on file with the HRC Registrar before the loan can be completed.

Fees

The usual administrative fee of \$125.00 per item will be waived for the entities listed above. However, all costs for matting, framing and conservation treatment will be met by the borrower prior to the loan installation. The borrower will insure the materials on loan off UT property.

Installation

Transportation to install collection materials, (and de-install if borrower requests return), will be the responsibility of, and at the expense of, the borrower. If the borrower wishes HRC to arrange transportation, the borrower, if a UT affiliate, must supply an IDT acct. # for internal invoicing and payment. Other State-of-Texas entities will be invoiced for transportation costs. Installation will be coordinated by the HRC Registrar in consultation with the borrower. Any adjustments to collection materials, including maintenance or removal, must be carried out by the HRC Conservation staff.

Photographs

On-site photographing of collection materials must be requested and approved in advance.

Credits

If stipulated in the Loan Agreement each item shall be identified by an exhibition label provided by the HRC which will include a credit line.

Extension and Recall

Loans will be made for up to one year in most cases. Any request for extension must be submitted in writing to the Registrar. *Loans may be recalled during the loan period when circumstances warrant.*