

COLLECTIONS MANAGEMENT POLICY

of the

Center for Railroad Photography and Art Inc

Madison, Wisconsin

Submitted March 6, 2017, by the Collections and Acquisitions Committee

CHARTER PURPOSE

The mission of the Center for Railroad Photography & Art (Center) is to preserve and present significant images of railroading, interpreting the intersections of railroad art and culture with world history and life.

I. HISTORY

The Center was founded in 1997 to preserve, in an archival setting, and to present significant images of railroading in traditional print media and exhibitions. Almost immediately, the Center began working with the Archives and Special Collections section of the Donnelley and Lee Library of Lake Forest College, whose already substantial railroad holdings made them a natural collaborator. Publication of a journal, *Railroad Heritage*, began in 2000 and expanded to quarterly production in 2012. To its original goals the Center has added presentation of high-quality images and historically accurate descriptions of them on the Internet, an annual conference launched in 2003, and a creative photography awards program that receives submissions from all over the world. Milestones in the Center's history include the *Representations of Railroad Work* exhibition and publication program of 2004-06 (with traveling shows still on the road), *Railroads and the American Industrial Landscape: Ted Rose Paintings and Photographs* exhibition and catalog of 2006-08, and *Railroaders: Jack Delano's Homefront Photography*, which opened at the Chicago History Museum in 2014 after five years of extensive research and includes a 200-page, hardbound catalog published by the Center.

II. LEGAL STATUS

The Center is a 501(c)(3) not-for-profit arts and education organization.

III. AUTHORITY

A. Board of Directors

The Center is governed by a Board of Directors whose members are drawn from the community for their expertise, interest and service. The Board, led by the Chair, is charged with the establishment of policies, oversight and strategic direction of all Center business affairs. The Board is responsible for approving Center goals and policies and for raising funds and approving the annual budget.

Additionally, the Board shall assist in the development of the collection through its oversight of the Center's accessions and de-accessions. All acquisitions, whether gift or purchase, must be approved by the Collections and Acquisitions Committee ("Committee," comprised of Board members) before entering the collection, and all de-accessions and methods of disposal must be approved by the same body before removal from the collection.

The Board of Directors has final authority and fiduciary responsibility to ensure that the Center collection is managed and cared for in accord with the highest professional and ethical standards, applicable laws, statutes, resolutions, and contractual terms and conditions. The Board reserves the right to approve, amend, reject or reverse any recommendation or action by Center employees, volunteers, or the Committee.

B. Executive Director

The Executive Director of the Center works directly with the Chair of the Board of Directors and other Board members in managing the operations of the Center. Overall responsibility for the management of the Center's collection lies with the Executive Director who is guided by the policies and procedures outlined in this document. The Executive Director shall delegate specific responsibilities to appropriate members of the staff (usually the archivist, staff employees doing

archiving work, or members of the Committee) in managing the collections. The Executive Director shall grant the final approval for all loans.

C. The Collections and Acquisitions Committee

The Collections and Acquisitions Committee (Committee) shall consist of one member of the Board of Directors who shall serve as Chair and at least two other Directors. The Committee shall meet to review collections policies and procedures, accessions, and de-accessions. The Board shall establish the Committee in accord with the Bylaws. The Committee shall advise the Board and employees on policies, procedures, and actions related to the Center collection and shall perform the following functions:

1. Monitor policies, procedures and actions to ensure that the Center meets the highest legal, professional and ethical standards in the acquisition, management, and care of its collection.
2. Periodically review and recommend revisions in the Collection Management Policy
3. Assist in creation of a prioritized Collection Acquisition Plan and recommendations for acquisitions
4. Assist in any recommendations relative to de-accessions
5. Help obtain technical expertise and consultation to Collection staff on specific collection activities and issues
6. Annually review and present to the Board a report on collection activities and conditions.

D. Archivist/Librarian

When financial resources allow, the Center shall employ an Archivist/Librarian (hereinafter "Archivist"), who shall report to the Executive Director. The Archivist shall serve at the discretion of the Executive Director and the approval of the Board of Directors. He or she shall have responsibility for the physical care of the collections. He or she must balance the need for conservation and maintenance with the need for public access, research, special exhibition needs, staff research and funding. The Archivist will also have responsibility for insuring the physical wellbeing of the collections through proper risk management and for creating and maintaining detailed collection records.

1. The Archivist shall be a trained professional with a master's degree in Archives Management or Library Science.
2. At times when no Archivist is available, the Executive Director shall directly handle all of the Archivist's tasks.

IV. CARE OF THE COLLECTION

A. Policy and Locations

The Center for Railroad Photography and Art preserves thousands of archival materials, objects and photographs, while promoting the mission of the Center. The collections are housed at the Donnelley and Lee Library at Lake Forest College, 555 North Sheridan Road, Lake Forest, Illinois 60045, and at offices of the Center, located at 313 Price Street, Suite 13, Madison, Wisconsin 53705. The Center also maintains a secure, off-site storage facility at Reynolds Transfer and Storage, 725 East Mifflin Street, Madison, Wisconsin 53703.

1. Collections must be stabilized for long-term preservation and housed in a proper storage environment and placed within certified archival containers.

2. Each acquisition entering the Center should be properly documented, i.e., items entering the collection will be scanned at low-res / or photographed (if 2-D or 3-D artworks) for inventory and perusal purposes.
3. Every item should have historical metadata attached to it (name of photographer, type of medium, date, railroad, location)
4. The collections must be regularly inventoried and monitored (See Section V-C-3).

B. Availability of the Collection

1. Access to Archival Materials, Objects, and Photographs on Display

Both the Center's office in Madison, Wisconsin, and the Donnelley and Lee Library in Lake Forest Illinois, are open to the public Monday through Friday by appointment.

2. Access to the Collections in Storage

The Center encourages wide access to its collections through finding aids, examination, exhibition, reproduction, publication, and online sharing through digitization. Access may be restricted in some cases because of present resource limitations, care requirements, confidentiality or other considerations.

Those archival material(s), objects(s) or photograph(s) owned by the Center that are not on exhibit may be made available for research upon request. These collections shall not be open for general browsing. Requests should be received in advance, be as specific in nature as possible, and be addressed to the Executive Director.

Library materials may be made available for research upon request as well. Requests should be received in advance and be addressed to the Executive Director.

3. Reproduction of the Collection

- a. The Center holds copyright to the images of the archival materials, objects, and photographs in the collections. In order to further scholarship and research, the Center allows images of the collection to be published with permission. The request for images goes through the Archivist. The researcher will fill out a request form. The Archivist will review the use of the images and decide whether to allow publication.
- b. The request form has several restrictions listed and the researcher must sign the form accepting these terms. The Board of Directors on the recommendation of the Archivist, Executive Director, and the Committee establishes appropriate permissions and fees for both commercial and non-profit reproduction and publication.
- c. The Center will allow images to be requested and used for non-publication purposes as well through the same process of filling out a request form and approval of the Archivist.
- d. Written documents produced including research material and scholarly papers while an individual is an employee of the Center will be considered work product and, thus, the property of the Center even after the individual has left employment of the Center.
- e. All reproductions of Center-held materials, as well as any published writing based on research of Center-held materials, must be acknowledged in print with a credit line that includes, "Collection of the Center for Railroad Photography & Art, www.railphoto-art.org".

4. Access to Records

Collection records regarding archival material(s), object(s), or photograph(s) in the Center's possession may be made available to the public upon written request, at the Archivist's discretion.

C. Preservation and Conservation

The archival materials, objects, and photographs in the collection shall be stabilized for long-term preservation.

1. Conservation

- a. Archival materials, objects, and photographs shall be assessed as to their need for cleaning and conservation. The Archivist shall recommend archival materials, objects, or photographs for conservation and secure conservation estimates (see Section VI-B-1-d)
- b. Necessary cleaning and conservation shall be performed. Conservation shall be prioritized by the Archivist based upon historic value and value to the collection. In this matter, the Board can efficiently allocate conservation funds.
- c. Conservation shall be funded through the yearly budget process and exhibition preservation.

2. Appraisals

- a. The Archivist shall use certified appraisers to value items in the Center's collection.
- b. Each year funds shall be budgeted to appraise the most valuable objects, archival materials, and photographs in the collection for insurance purposes. The Archivist shall arrange for the appraisals.
- c. The Center does not appraise items brought to the Center because of the potential conflict of interest.
- d. The Center staff, when asked to recommend an expert for a valuation, will refer the Donor to professional appraisal organizations including but not limited to the American Society of Appraisers, Appraisers Association of America, Inc., or International Society of Appraisers.
- e. All appraisals are solely the responsibility of the Donor.

3. Inventory

To properly maintain and manage its holdings, the Center shall establish a complete inventory of its holdings, which shall be kept up to date by or under the direction of the Archivist.

D. Storage Environment and Monitoring

As resources become available, the archival materials, objects, and photographs in the collection shall be housed in a proper storage environment and the collections shall be regularly monitored. All activities related to and monitoring the collection shall be documented. See the Collection Acquisition Plan for more details on future implementations.

1. The physical plant, the largest storage unit within which archival materials, objects, and photographs are placed shall be maintained responsibly.
2. The building and storage spaces shall be kept clean.
3. Lighting shall be maintained in order to minimize sunlight, ultraviolet (UV), and infrared (IR) light of unacceptable levels from reaching archival materials, objects and photographs. Records shall be kept of light levels.

4. Heating, Ventilating, and Air Conditioning shall be utilized to establish and maintain temperature and relative humidity (RH) within the Center's buildings and storage areas, to filter the air, and to distribute the air evenly throughout the designated space. Records shall be kept.
5. Fire Prevention and Suppression Systems shall be utilized. Fire prevention shall begin with surveying the premises for fire hazards and eliminating them. A Suppression System shall be used. Records shall be kept. Use of open flames (candles) for decorative purposes is strictly prohibited.
6. Shelving and other Storage Furniture shall be designed for the protection of the archival materials, objects and photographs that they will hold.
7. Individual Storage such as archival boxes, enclosures for photographs, mats, frames and other types of enclosures shall be utilized to help protect archival materials, objects and photographs.

E. Exhibition

1. Archival materials, objects, and photographs deemed by the Archivist to be in good condition may be displayed in special exhibitions or placed on loan to other qualified institutions for exhibitions.
2. All displays provide a barrier so that archival materials, objects, and photographs may not easily be touched by the viewing public. Small objects should be displayed in vitrine cases with tops held in place by security screws.

F. Records

The Archivist shall maintain all records pertaining to archival material(s), object(s), or photograph(s) coming into or leaving the Center's collection. The Archivist shall be responsible for ensuring that archival material(s), object(s), and photograph(s) bear an accession number linking the item to its official records. Records maintained shall include the following:

1. Temporary custody receipts for all items left in the care of the Center.
2. The Archivist will provide all archival materials, objects, and photographs in the Center's collection with an identifying number, a record in the collections management database and a paper folder. The Archivist will write an initial condition report and make a record photo of each item.
3. Accessions Records shall include, but shall not be limited to: Accession number, Deeds of Gift, Negotiations regarding bequests, Information about donors, Sale receipts, Accession records, Appraisals, Recommendations for exchange, Exchange agreements.
4. Loans Records shall include but shall not be limited to: Loan number, Recommendations for loan, and Loan agreements.
5. De-accessions Records shall include but shall not be limited to: Accession number, recommendations for de-accession, De-accession transactions and disposition.
6. A catalogue that is the center of information for collections. At the Center, it is divided into four categories: Archives, Objects, Photographs, and Library. This division conforms to the physical arrangement of our collections as well as the arrangement of the date in the software database. Information in each entry for Archives, Objects and Photographs shall include but shall not be limited to: accession number, title of object, classification, material, size, place of origin, maker, date of manufacture, how acquired, source of item, description of item, location of item in the collection storage or other location (file must be updated each time item is moved: if on loan, for example.), image of item, research pertaining to items(s). Entries recorded in the library category are more limited. These records may be made available to the public at the discretion of the Archivist.

G. Insurance

The Center shall carry suitable coverage for theft, fire, and damage under appropriate insurance policies.

H. Backup Plan

The Center shall seek out a sister institution that would be willing to take on the Center's holdings should the Center cease to exist.

V. COLLECTING OBJECTIVES

This Collections Management Policy is designed to ensure that the Center fulfills its obligations to protect, manage, provide access to, and maintain intellectual control over its collections and their associated records. It seeks to provide that the collections are acquired legally and ethically; are appropriate to advance the Center's mission; and are properly managed, housed, secured, conserved, documented, and used.

The objective is to maintain and build upon the present collection of photographs, art works, and related material pertinent to the interest of the Center, thereby advancing its commitment to research and writing on topics relating to railroad photography and art. The collection shall consist of all types of images and related material dealing with the history of railroads and their culture in the United States and throughout the world. Both framed and unframed works shall be accepted. This includes:

- A. All forms of silver-gelatin prints: regular photographs, stereographs, snapshots, real photo postcards, cabinet cards or images placed in period photo albums.
- B. Other forms of photographic prints including daguerreotypes, albumen prints, cyanotypes, and glass plates.
- C. Photographic negatives (all sizes)
- D. Color transparencies and slides (all sizes)
- E. Paintings (oil, acrylic, watercolor)
- F. Other digital archives (from 16mm films, sound recordings, and some video if deemed artful)
- G. Paper ephemera related directly to the collection
- H. Cabinet collections or photographic artifacts of unusual or supplemental material.

VI. ACCESSIONS AND ACQUISITIONS

The Center shall acquire archival material(s), object(s), and photograph(s) by gift, bequest, exchange, and purchase. It shall also accept donations of library reference materials, equipment, supplies, and monetary contributions to support and further its objectives.

A. Accessions and Acquisitions Criteria for Collections

Collection materials must meet all of the following tests before being acquired by the Center by any means:

1. The acquisition must conform to the Center's collecting objectives.
2. The archival materials, objects, or photographs (Works) considered for acquisition must have cultural, aesthetic, historic (i.e. related to the history of railroads and / or the history of railroad photography), or regional importance; or educational or informational qualities.
3. The Center must be in a position to properly care for the proposed acquisition.
4. The Donor must declare in writing that he or she is the creator of the Works and has clear title to them.

5. In cases where the Works include materials not created by the Donor, those Works must include documentation as to provenance and transfer of title and all rights to the Donor.
6. If an item(s) is to be purchased, acquisition funds must be allocated by the Board of Directors before the purchase is made.
7. All moral, legal, and ethical implications of the acquisition must have been considered.
8. No acquisition will be accepted unless accompanied by full literary rights, or copyright. Any exception to this, such as blended collections that include works not created by the donor, must be approved by the Board of Directors following review by the Committee of applicable copyright term and public domain laws.
9. Acquisitions must be free from donor-imposed restrictions. Any exception to this must be approved by the Board of Directors.
10. In accordance with The Convention on Cultural Property Implementation Act approved by an Act of Congress in 1982 implementing the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, the Center shall exercise every caution that it does not knowingly accession any artifact that has been stolen or illegally removed from its country of origin.
11. Whole collections that do not entirely fit within the Collection Acquisition Plan will be accepted only if certain parts of the collection have merit; i.e., the sum of the parts is greater than the value of the whole to the Center's mission.
12. Public records can be transferred only by the governing body with authority over such records in accord with state, national or international law; no individual or private entity can presume the ownership of any public record, even if the apparent result of abandonment, discard, or attempted destruction. The Center may assume temporary custody of apparently abandoned or discarded records for the sole purpose of re-instating the item into the public domain.

B. Accessions Procedure for Collections

1. Gifts

- a. The Archivist, Executive Director, or such individual as may be designated by the Board of Directors shall temporarily receive the archival material(s), object(s), or photograph(s) which meet the acquisition criteria for addition to the Center's collection.
- b. The Center shall not pay for an appraisal for a donor, nor shall any Center employee appraise a potential gift for any donor.
- c. All collections that are acquired will require funding in order to process and maintain them to contemporary preservation and archival standards. The Center's financial resources will directly impact its ability to take on collections, as funds will have to be raised or the current endowment will have to be sufficient as determined by the Executive Director before the Center can accept any collection into its archive. Where possible, the person(s) donating the collection is encouraged to consider making a bequest to help fund its process and maintenance.
- d. The Center will conduct time / motion studies for all aspects of archival protection and processing of a collection so as to be able to affix a monetary value to the work needed to be done. This data will provide potential donors with the basic financial information / requirements needed to process their collections.
- e. The Committee shall formally accept proffered items only after a proper vetting process has been completed. As part of this vetting process the Center will require potential donors to submit 30 representative scans (images), a short written overview of the collection, what its art or historical significance might be, a CV / bio of the artist, plus verification that said

collection has no legal encumbrances or restrictions placed upon it, and that the Works are the creation of the donor or that the Donor has clear title to them. Certain vetting requirements could be waived at the Committee's discretion.

- f. The data /guideline sheet will also outline the Center's archival protection requirements should a donor wish to donate a collection in which they themselves archivally secure and make ready for acquisition by the Center.
- g. The Center shall obtain a properly executed Deed of Gift.
- h. The Center shall keep all records documenting all gifts.
- i. Any Board or Committee member who brings a prospective collection to the attention of the Center for possible acquisition must recuse himself from the voting process on whether or not the collection is accepted into the Center's collection. An alternate, acting as proxy, will access the collections relevance to the Center's mission and vote accordingly.
- j. Any Board member, employee or volunteer of the Center collecting any types of railroad images and related material will apprise the Committee from time-to-time of his / her activity to ensure there are no conflicts of interest in this area.
- k. When a collection is acquired shipping and handling arrangements will be mutually agreed upon between the donor and the Center.

2. *Bequests*

- a. The Center may receive archival materials, objects, or photographs by bequest if the proffered items meet the acquisition criteria.
- b. The Executive Director shall have ultimate responsibility for all final negotiations with executors and/or representative law firms.
- c. The Committee shall give the final approval of all proffered items.
- d. The Center shall keep all records documenting all bequests.

3. *Exchange*

- a. The Archivist may make a recommendation in writing for the exchange of the Center's archival material(s), object(s) or photograph(s) with another library, historical society, or museum. Such library, historical society, or museum must be able to properly care for the proffered item(s) and must collect items of that type. The recommendation shall specify what item(s) the Center shall offer, the item(s) to be gained in return by the Center and the reasons for the exchange. The recommendation must also provide proof that the Center fully and legally owns the proposed item(s) to be exchanged. Such items must meet the criteria for de-accession.
- b. A statement from the proposed library, historical society, or museum must also be included which proves full legal ownership of the offered item(s).
- c. The Board of Directors must give final approval.
- d. The Archivist shall carry out the transaction.
- e. The Archivist shall maintain all records regarding exchanges.

4. *Purchase*

- a. Authority to recommend archival material(s), object(s), or photograph(s) for purchase rests with the Executive Director, the Archivist, and the Committee, and is to be a joint decision among them. The Executive Director shall make the final recommendation in case of dispute.

Purchases shall be made within the annual acquisitions budget approved by the Board of Directors after a special request to the Board.

- b. The Board of Directors shall give the final approval of all purchases.
- c. The Executive Director shall keep all records documenting all purchases.

C. Acquisition of Non-Collection Items

Some items are accepted as donations to support and further the Center's objectives. Such donations shall be acknowledged by a letter of thanks to the donor after acceptance by the Board of Directors. Non-collection items shall not be accessioned, are regarded as expendable, and no commitment is made for their permanent use or preservation. They may be disposed of at the discretion of the Archivist. Any reproduction item(s) used in an exhibit shall be identified as a reproduction item(s).

VII. DEACCESSIONS AND DISPOSAL

De-accession is the process of removing permanently from the collections accessioned archival material(s), object(s), and photograph(s). The de-accession process shall be cautious, deliberate, and scrupulous. The process shall not be looked to as a means to provide extra income to the Center or to any individual associated with the Center. Preference will be given to a disposal method that benefits another collecting institution and represents the intent of the acquisition.

A. De-accession Criteria

Archival material(s), object(s) and photograph(s) to be considered for de-accession must be free from donor-imposed restrictions and meet at least one of the following criteria:

1. The archival material(s), object(s), or photograph(s) is outside the scope of the charter purpose of the Center and its accessions policy.
2. The archival material(s), object(s), or photograph(s) has deteriorated beyond feasible conservation or has failed to retain its identity or authenticity.
3. The archival material(s) or museum object(s) is a duplicate.
4. The Center is unable to preserve the archival material(s) etc. properly.

B. De-accession Procedure

Before any archival material(s) etc. is recommended for de-accessioning, it shall be determined that the Center fully and legally owns the item(s). No archival material(s) etc. may be de-accessioned for three years after it has been accessioned into the Center's collection. The Center's deed of gift form shall reference this de-accession procedure.

1. The Archivist, Executive Director, or Committee may singly or jointly apply the above De-accession criteria.
2. The Archivist, Executive Director, or Committee may recommend any archival material(s) etc. if they deem that one or more criteria for de-accessioning has been met.
3. All recommendations for de-accessioning shall be in writing to or by the Archivist. All recommendations shall include:
 - a. Fullest documentation on the archival material(s) etc.
 - b. Reason for de-accessioning.
 - c. Copy of a recent appraisal, if available
 - d. Recommended means of disposal.

4. The Archivist shall approve all de-accessions and investigate the means of disposal.
5. The recommendation for de-accessioning shall be brought to the Board of Directors for final approval and authorization of the means of disposal.
6. The Archivist shall carry out the means of disposal.
7. The Archivist shall maintain all records documenting all de-accessions.
8. In the extremely unlikely (and expressly prohibited) event of a donated object being de-accessioned within three years of accessioning into the collection, the Center shall follow the guidelines of the Tax Reform Act of 1984 and shall notify the donor and the IRS.

C. Means of Disposal

1. Exchange

Archival material(s) etc. may be exchanged with another library, historical society, or museum. The library, historical society, or museum selected must collect the type of item(s) offered and must offer to the Center archival material(s) etc. that will enhance the Center's collection. The institution selected must be able to properly care for the exchanged item(s).

2. Donation

Archival material(s) etc. may be donated to another library, historical society or museum when the item(s) would benefit the collection of the other institution. The institution selected must collect the type of items offered and must be able to properly care for the donated item(s).

3. Sale

Archival material(s) etc. may be sold when a suitable exchange cannot be made, or when the value of the item is such to preclude a donation. The sale may be by public sale, private sale, sealed bid or public auction.

- a. Ethics of Sale: Archival material(s) etc. which are to be de-accessioned are not to be given, sold or transferred publicly or privately to Center members, employees, Directors or the families of the above.
- b. Proceeds: All proceeds resulting from the sale of de-accessioned archival material(s) etc. shall be placed in an account to be used for the acquisition and/or care of the collections.

4. Destruction

When archival material(s) etc. is deteriorated beyond repair or is infested beyond control of an exterminator, or is composed of lethal material, the item(s) shall be destroyed in an appropriate manner. Prior to destruction, the accession number will be removed from the object.

5. The Use of Monies Received from the Sale of De-accessioned Items

All monies received from the sale of de-accessioned items should be reserved for the acquisition and conservation of archival material(s) etc. in the Center's collection. In no instance may monies received from the sale of de-accessioned items be used for salaries or any general maintenance expenses for the Center.

VIII. LOAN

Both incoming and outgoing loans are a means of enhancing the permanent collection and the reputation of the Center. Loans, however, shall only be made to a historical society, library, museum, or organization after careful consideration regarding the stability of the archival material(s) etc. to be lent, and the ability

of the borrowing organization to provide proper care, environment, and security. No loans shall be made to private individuals. At all times the preservation of the archival material(s) etc. shall take priority.

A. Incoming Loans

Incoming loans shall be accepted from individuals or institutions for purposes of exhibition, education, or current research at the Center. No indefinite or long-term (one year or longer) loans shall be routinely accepted. Rare exceptions to this rule may be authorized by the Board of Directors in the case of extremely important pieces or collections. The Center cannot normally store and maintain items belonging to others that are not required for exhibition, education, or ongoing research. In all such cases, the Center will exercise the same care in the documentation, handling, and preservation of the borrowed item as it would for an artifact in its own collection.

1. Incoming Loan Criteria

- a. The person or organization offering the item(s) for loan must be willing to declare in writing that they believe themselves to be the legal owner. The Center will insure all certain ethical and legal considerations before filling out the loan agreement with the lending institution or private interest.
- b. The Center will review the purpose of the loan to ensure that it is consistent with the mission of the Center to exhibit works pertinent to the Center's mission.
- c. Incoming loans will be made with the approval of the Archivist.
- d. Every effort will be made by the Center to avoid ethical dilemmas, and perceived impropriety to the public by the Center or lender. Before entering into the contract with an individual or private group, the Center will determine potential conflicts of interest with the lender. If there is a perceived conflict of interest involving staff or Center Board members, they will be required to remove themselves from the decision-making responsibilities involving this particular exhibition.
- e. To prevent any conflict for the borrower and lender during the loan, the Center will not accept a fee or commission for objects sold after the duration of a loan at the Center.
- f. The Center will retain all decision-making authority for the content and display of the exhibition.
- g. The duration of the loan shall be for a specified period of time, but not to exceed one year. Loans may be renewed at the end of the loan period if it is agreeable with both parties.
- h. The loan may be terminated by either party 30 days after notification by certified mail.
- i. The Lender is responsible for notifying the Center of any change of address.
- j. All loans shall receive the same care as collections belonging to the Center except for cleaning, repair or alteration, including rematting or remounting, unless authorized to do so in writing by the Lender. No conservation work shall be done on a borrowed item(s) unless there is an emergency and the item(s) requires immediate treatment to prevent further damage or complete destruction. In that event the Executive Director shall make every effort to obtain verbal permission before treatment is begun and shall request a written confirmation.
- k. The Center shall provide insurance coverage for the item(s) based on appraisal figures supplied by the Lender, unless insurance is waived in writing by the Lender and a waiver of subrogation is obtained.
- l. Packing and transportation to and from the Center shall be negotiated by the Center and the Lender.

2. Incoming Loan Procedure

- a. The Archivist may initiate a loan from a private individual, museum, historical society, library, corporation, or other institution.
- b. Loans must be contracted for by written agreement between the Center and the Lender. The Archivist shall give final approval for all incoming loans.
- c. The Archivist shall make a written condition report upon receiving the loan and before returning the item(s).
- d. The Archivist shall be responsible for the loan transaction including transportation and insurance and shall maintain all records.

B. Outgoing Loans

All institutions wishing to borrow any archival material(s), objects or photographs from the Center must meet the following criteria.

1. Outgoing Loan Criteria

- a. The Center will enter into a loan agreement only after reviewing the purpose of the exhibition to ensure that is consistent with the mission of the Center to exhibit archives, objects and photographs in order to educate the public about railroad photography, railroad art, its history, and culture.
- b. The borrowing institution must provide a certificate of insurance for the borrowed item(s). The coverage must be in effect for the duration of the loan including transit to and from the borrowing institution and while on the Borrower's premises.
- c. The Center must feel confident, according to the Archivist's professional judgment, that the borrowing institution can properly care for the borrowed item(s), including suitable climate control, theft, and fire protection.
- d. The Borrower must agree to report any damage, breakage, or loss immediately to the Archivist of the Center.
- e. No cleaning or repair work shall be done on any borrowed items without the express, written permission of the Center. The only exception is if, in an emergency, an item(s) requires immediate conservation treatment to prevent further damage or complete destruction. In this event, the Borrower will make every effort to obtain verbal permission from the Executive Director prior to beginning treatment. Written confirmation shall be provided.
- f. Borrowed item(s) placed on exhibit shall be labeled "Center for Railroad Photography & Art, www.railphoto-art.org" in all appropriate labels and for press releases.
- g. Transportation shall be by an approved and mutually-agreed upon shipper
- h. Packing and transportation costs shall be defrayed by the Borrower.
- i. The borrowed item(s) shall not be photographed or reproduced in any form without the express written permission of the Center.
- j. The duration of the loan shall be specified for a specific period of time, not to exceed one year. The loan may be renewed at the end of the term, at the discretion of the Center.
- k. The Center reserves the right to terminate a loan 30 days after notifying the Borrower by certified mail.
- l. Borrowed item(s) shall not be used for any commercial purposes without specific advanced approval by the Center.
- m. No borrowed item(s) shall be loaned by the Borrower without express written permission of the Center.
- n. Packing for return shipping must be in the same manner and means as the original shipping.

- o. Only persons approved by the Center shall be permitted to handle, move, or pack borrowed item(s). The Center reserves the right to inspect the loaned item(s) on the premises of the Borrower during regular gallery hours.
- p. Even if the above conditions are met, loan requests may be denied if, in the opinion of the Archivist, the requested item(s) is of such rarity, value, significance, fragility, or is so related to ongoing needs of the Center that the loan would not be in its best interests.

2. *Outgoing Loan Procedure*

- a. Written requests for the loan of any archival material(s), object(s), or photograph(s) must be received at least two months prior to the proposed date of the loan. Requests shall be addressed to the Archivist of the Center.
- b. The Archivist shall initiate dialogue with the borrowing institution to determine if that institution will be able to meet the loan criteria.
- c. The Archivist shall examine the item(s) and determine if said item(s) are suitable for loan. The item(s) shall be evaluated as to its composition, condition, and ability to withstand the inevitable stresses incurred during a loan.
- d. The Archivist shall grant the final approval for all loans. The Executive Director shall make a written condition report before the loan goes out.
- e. The Archivist shall be responsible for the loan transaction including packing and transportation, and shall maintain all records.

IX. Public Disclosure

This policy is ordered printed by the Board of Directors of the Center for Railroad Photography & Art and a reference to it shall be imprinted on all formal Deeds of Gift to the Center. A copy shall be made available to any donor or prospective donor upon request.

This policy was accepted by the Board of Directors of the Center for Railroad Photography and Art Inc on March 6, 2017.