

George B. Dorr Museum of Natural History  
College of the Atlantic  
Loan Policy

**Terms and Conditions of Loan**

- Transportation:** Packing and transportation for the object(s) must be approved by any faculty or work-study students in charge of the collections of the Dorr Museum at College of the Atlantic (COA) . Unpacking and repacking in certain circumstances must be overseen by a suitable Authority that is listed on the Loan Agreement. Repacking must be done with the same containers or in certain circumstances similar containers.
- Care and Handling:** Object(s) returned to COA or the Dorr Museum shall remain in the condition in which they are received. The Borrower will exercise the utmost care of all objects at all times. Loaned object(s) can be removed from containers unless there is a written notice on the Loan Agreement. The object(s) shall not be removed from any mounts, stands, or bases. No scientific procedures may be conducted on any specimens unless noted in the Loan Agreement. The item(s) must be kept in a place with limited access and not for unregulated public access. Unless it is necessary in an emergency situation to protect an object(s) from further damage, loans shall not be cleaned, repaired, retouched, altered, or destructively sampled in any way without the written consent from the authority. Loans may not be given to third parties for technical or scientific analysis unless written consent from the authority is provided. The borrower must immediately report any loss or damage to the item(s) to the authority.
- Photographs:** Unless otherwise noted in writing, the Borrower has the right to photograph and reproduce photographs of the object(s) loaned for educational and publicity purposes directly related to the project of intent stated here. COA has no objection to photographs of the object(s) being taken by visitors for private study. An acknowledgement to COA (and in some cases, the artist) must be given in all exhibitions, scientific research, catalog entries, commercial photographs, and press releases. If COA requests a copy of this acknowledgement, the user must provide it.

**Loan Costs:** The fee for external loans is \$25. Additional loan costs for transportation, exhibition, analysis, and replacement (if necessary) are the responsibility of the Borrower. In the situation that object(s) are damaged, the Authority may assess the damage and charge the Borrower the cost of replacement.

**Extension of Loan:** In the event that the Borrower requests a justifiable extension of the loan period, the time of extension must be agreed upon before the previously stated end date of the loan. The new due date must be approved, noted and signed off on the original Loan Agreement.

**Withdraw:** In the event that the Borrower does not comply with any rules listed in this document, COA reserves the right to require the return of any or all of the object(s) loaned at the time and may prohibit future use from this borrower.