

Loaned Items Procedures

November 2022

Units or personnel interested in borrowing for display an item or items from an organization, entity, or individual outside of the university should do the following:

1. Plan for a display that meets educational learning outcomes and preserves the integrity of the loaned item.
2. Evaluate the possible benefits provided by, and costs associated with, display of a loaned item prior to receiving it. This may include pursuing a risk analysis with the help of [Risk Management and Safety](#).
3. Check for any laws or regulations that would prevent the use or display of an item. This may include pursuing a consultation with the [Office of the General Counsel](#).
4. Consider whether the loaned item should be insured. For assistance with insurance questions, contact [Risk Management and Safety](#).
5. Follow the [Legal Documents Policy](#) if a contract or other legal document is involved.
6. Consult with Harold B. Lee Library [Collections Care](#) personnel on questions related to preservation and care.
7. Choose an individual custodian of the item who is a BYU employee and who will be responsible for the item while it is on loan.
8. Maintain all document and warehouse information about the loaned item in a single file or location. Information must be kept in a location available to current and future unit leaders and item custodians. Information to collect and preserve includes the following:
 - a. Verification that the person loaning the item is the item's owner or is authorized to make the loan.
 - b. Owner's name, physical address, phone number, and email address. Consider including name and contact information for next-of-kin (depending on intended loan duration).
 - c. Item description, including item's value and condition (extant defects/damage)
 - d. Provisions under which the item is being loaned, including the duration of the loan
 - e. Any documents or pictures generated in the loan process
 - f. Name and contact information of the BYU employee serving as custodian
9. Plan to carefully preserve and maintain the loaned item and return it to the owner on a specified date.