Policy No: ADM-LCIS-POL-0003
Policy Title: Archive Loan Policies
Implementation Procedure: 
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Office of Origin: Letran Center for Intramuros Studies (LCIS)
"Supersedes" Notification:

Purpose of Policy: To establish the terms and conditions in allowing loans to any of the Colegio's archives.

Detailed Policy Statement:
- The LCIS allows employees and other organizations to loan any of the Colegio's archives.
- All loans are subject to the approval of the LCIS Director and the conditions stipulated in the LCIS Loan Agreement Form.
- The conditions stated in the Loan Agreement Form are as follows;
  - Transportation – The LCIS will determine the appropriate means of transportation of the loan material and will approve in writing all transportation arrangements. The Borrowing Institution agrees to cover all shipping costs.
  - Packing – LCIS will determine the appropriate means of packing the loan material in writing all crating and packing arrangements. The Borrowing Institution agrees to cover all crating and packing costs.
  - Insurance - If insurance is arranged by the Borrowing Institution, coverage will be under an All Risk fine arts "wall to wall" policy from the time that the loan objects leave LCIS until the objects are returned to LCIS and the final condition reports are completed. Coverage will include all risk of physical damage or loss including, but not limited to, loss or damage from earthquakes, floods, strikes, riots, or civil commotion. The loan objects will be insured at the values assigned by LCIS on the other side of this agreement. The Borrowing Institution's policy will name "LCIS" as additional insured and will waive subrogation rights against LCIS. A Certificate of Insurance evidencing such coverage must be delivered to LCIS before shipment to the Borrowing Institution occurs. The Borrowing Institution agrees to cover any deductible under its policy. If LCIS carries insurance under its policy, the Borrowing Institution will be responsible for the cost of the premium while the loan objects are in transit and on location.
  - WITHDRAWAL OF OBJECTS - LCIS reserves the right to withdraw any items whose condition has deteriorated or may deteriorate due to continued travel, or whose security appears to be threatened, or when other urgent reasons necessitate withdrawal.
  - PROCEDURE IN EVENT OF MISHAP - In the event that a loan item is damaged, destroyed, lost or stolen, the Borrowing Institution shall give the Registrar of LCIS immediate telephone notice, followed by written confirmation. The report of damage or loss should provide a description of the extent and circumstances surrounding the mishap. No repairs or other actions may be taken on the object by the Borrowing Institution without instruction from LCIS.
  - PUBLICITY AND CREDITS - The credit line as shown on the front of this form will be used in all printed material related to the loan object. Loans for exhibition require that one copy of any catalog or publicity material be sent directly to the Registrar of Your Museum. Loans for research require that copies of all instrumental data analysis, including x-rays and photographs, be sent within six months, as well as a copy of any final report or article.
  - PHOTOGRAPHY - All photographs of LCIS items to be used in exhibition catalog brochures, publicity releases, and the like will be taken by LCIS staff photographer. Use
of the photograph in any publication requires prior permission by LCIS. All permissions are for one time only.

- GENERAL CARE AND HANDLING - The Borrowing Institution will exercise the same care and handling to the loan item as it does in the safekeeping of comparable property of its own. Each object shall remain in the same condition in which it was received. The Borrowing Institution agrees to follow all special handling, installation, and packing instructions provided on the front of this document and detailed in correspondence from LCIS to the Borrowing Institution. Upon arrival, all travel containers must be equilibrated to the environment for 24-48 hours before unpacked. No restoration, repair, cleaning, or fumigation of loan objects may be performed by the borrower. Other organic objects stored or exhibited with those from LCIS must be free of infestation.

- CONDITION REPORT - A detailed condition report of the loan item will be provided by LCIS. The Borrowing Institution will review this condition report against the loan item at the time of its arrival and departure.

- EXHIBITION DESIGN AND INSTALLATION The Borrowing Institution agrees to comply with all requirements detailed on the front of this document, as well as those described in correspondence from LCIS to the Borrowing Institution. Mounting fixtures must be padded at contact points with the loan items.

- LOAN FEES - The Borrowing Institution agrees to pay administrative loan fees, conservation, mount fabrication costs, courier fee, courier travel, and courier per them as detailed in correspondence from LCIS to the Borrowing Institution.

- All borrowers are required to abide by the Loan conditions

<table>
<thead>
<tr>
<th>Applicability:</th>
<th>Archives visitors, Researchers from other institutions, students and faculty of Letran</th>
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<tbody>
<tr>
<td>Policy Approval Authority:</td>
<td>Ms. Ofelia Legaspi</td>
</tr>
<tr>
<td>Related Policies or References</td>
<td>LCIS LOAN AGREEMENT FORM</td>
</tr>
<tr>
<td>Definition:</td>
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</tbody>
</table>