SOP 06: Loan agreement for Museum materials used in outreach

Frost Entomological Museum Curator & Interest Group

10 July 2018

Preamble

Museum materials may be borrowed by members of the Department of Entomology, with approval of the Director and/or Collection Manager. This document describes the conditions of such a loan and the proper treatment of materials, which the borrower must agree to prior to accessing the materials.

1 Items to be loaned

Describe below the items to be borrowed from the Frost Museum for outreach.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

2 Borrower’s responsibilities

By signing below the borrower agrees to treat displays and other Museum materials with care and respect by:

– Keeping them out of sunlight and other UV sources, away from potential pests, and in appropriate environmental conditions

– Properly insulating the displays from mechanical damage (e.g., by providing proper padding for transport)

– Inspecting the materials for damage prior to removing them from the Museum

– Inspecting and documenting any damage to the materials prior to returning them
– Monitoring interaction with displays to encourage responsible observation

– Reading Frost SOP 14: Outreach, tours, and more

In the event that the borrowed materials are broken, the borrower agrees to provide funds and/or objects adequate for their replacement. The Director must agree with any proposed replacement plans. BioQuip is a reasonable source for such materials:

– https://www.bioquipbugs.com/Search/WebCatalog.asp (specimens)

Borrower must record the details of each outreach event on the Museum website: http://sites.psu.edu/frost/policies/.

Borrower: _________________________ Date to be returned: _________________________

Approved by: _________________________ Date approved: _________________________

3 Loan return checklist

To be completed and initialed by Museum staff.

☐ All items described in Section 1 are present

☐ Materials are in acceptable condition

☐ Outreach event was recorded on the Museum’s Web form

Describe any discrepancies or action that needs to be taken:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Completed by (staff): _________________________