

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)
- <https://www.bioquip.com/search/DispProduct.asp?pid=1041AP> (cases)

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): _____