



**DOMINICAN SISTERS OF HOPE ARCHIVES**  
**299 N Highland Ave.**  
**Ossining, NY 10562**

**Tel: 914-941 4420 ext. 302**

**Email: ccox@ophope.org**

**OUTGOING LOAN AGREEMENT**

BORROWER NAME \_\_\_\_\_  
 TITLE/INSTITUTION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 EXHIBITION DATES \_\_\_\_\_ LOAN DATES \_\_\_\_\_  
 PURPOSE OF LOAN \_\_\_\_\_

DESCRIPTION (include the condition of the item)	INSURANCE VALUE
_____	_____
_____	_____
_____	_____

**LOAN MATERIALS**

Title of Object/ Item	Location/Collection

**SIGNATURES**

The borrower certifies that all the information on this document is correct and acknowledges and accepts the conditions for loan.

Borrower \_\_\_\_\_

DATE \_\_\_\_\_

DSH Archivist \_\_\_\_\_

DATE \_\_\_\_\_

## CONDITIONS FOR LOANS

Exhibition curator should contact archivist 1 month before the exhibition opening to discuss items of interest for loan. The archivist having oversight over the requested items will approve the items for loan.

### TRANSPORTATION AND PACKING

- The Lender certifies that the items lent are in such condition as to withstand strains caused by packing and transportation and are packed in a professional and careful manner so as to not cause damage to the items. A written report of the condition of the items (Condition Report) prior to shipment will be sent by the Lender; otherwise, it will be assumed that the items are received in the same condition as when leaving the DSH archives.
- The method of shipment (to and from) must be agreed upon by both parties.
- All packing materials and boxes must be stored by the Borrower for the duration of the exhibition period and returned in the same fashion by which it was shipped.

### REPRODUCTION

1. The loan items may be photographed by the Borrower for educational, catalog, and publicity related print. It is understood that objects on exhibit may be photographed by the general public, with exception to flash photography. Reproduction of item is available, within the provisions of the Creative Commons Attribution NonCommercial-NoDerivs CC BY-NC-ND

### Length of Time on Display

The length of time on display is determined by several factors:

- What exhibit case/area is being used
- The environmental conditions of the exhibit case(s) and exhibit hall
- The type of materials and how sensitive they are to exhibit conditions
- The condition, size, or value of the materials

### Environmental Specifications

In general, items should not be displayed for more than three months at the lowest possible lighting levels.

See the ANSI/NISO Z39.79-2001 "Environmental Conditions for Exhibiting Library and Archival Materials" standard for guidelines.

### Exhibit Support Specifications

All support materials should be constructed from conservation-quality materials and follow the ANSI/NISO Z39.79-2001 standard. Supports should properly fit the object and should not cause further stress or damage to library materials. Please consult if you want to use supports.

Bound materials (books, serials, journals, diaries, etc.)

When displayed open the book only so far as the binding will comfortably allow. Do not force the book into a wider opening or it may cause damage.

### Flat paper/photographs

Mats and support boards should be made from pH neutral (pH 7.0) or buffered (pH 8.0-9.0) paper and board.

Objects should be attached to the support boards using non-adhesive methods such as polyester

or paper corners or slings.

### **Other kinds of collection materials**

Consult with the archivist for advice on the proper supports for other types of collection materials.

### **Environmental Specifications**

Environmental damage is cumulative and often irreversible. Environmental conditions shall be monitored frequently enough to maintain the ANSI/NISO Z39.79-2001.

#### **Temperature**

Temperature shall be at a set point not to exceed 72°F (21°C). Certain items may require, cooler temperatures. A temperature range of 5°F (3°C) on either side of the set point shall be the maximum acceptable total temperature variation. The temperature shall not exceed 77°F.

#### **Relative Humidity (RH)**

Relative humidity shall be kept at a set point between 35% and 50%. The allowable variation in total relative humidity is 5% on either side of the set point. The relative humidity shall not go above 55% or below 30% RH.

#### **Pollutants**

Gaseous and particulate pollutants shall be controlled or eliminated to reduce damage.

#### **Light**

Lighting in exhibit cases and exhibit halls should be set at the lowest possible level to allow for visibility of the object. Visible light levels should be set at no more than 50 lux for very sensitive materials and at no more than 100 lux for moderately sensitive materials. Ultraviolet light levels should be eliminated. If that is impossible, UV light should be reduced below 75 microwatts per lumen. Both the length and intensity of exposure should be reduced to the absolute minimums.

Items that combine media of varying stabilities or where the light sensitivity is not known should be assumed to fall in the category of very sensitive media. Visible light levels should be further reduced or eliminated when exhibition areas are not open to the public. Direct sunlight shall not fall on exhibited items at any time.

#### **Items generally considered moderately sensitive\***

- Printed materials (books, maps, etc.)
- Objects

#### **Items generally considered very sensitive\***

- Photographs
- Manuscripts
- Blueprints
- Textiles