

Trevor Weight  
Senior Registrar

BRIGHAM YOUNG UNIVERSITY

Change it. Sell it. Enforce it.

BRIGHAM YOUNG UNIVERSITY

## CHANGE IT

- Reduce the number of art works in the pool.
- Change the loan document.
- Remove works of art which had increased in value beyond what our risk management analysis was comfortable with. This required appraisal.
- Be firm about policy enforcement.
- Offer attractive alternatives. Print program!
- Work with campus departments to aid in management. Interior Design and Facilities Management.

## SELL IT

- Explain the situation to the borrowers.
- Offer incentive. More choice less restrictions
- Make them think that it was their idea.



## ENFORCE IT

- More frequent and thorough checks on pieces.
- Better communication.

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Sonja Reid

Registrar

Harry Ransom Center

THE UNIVERSITY OF TEXAS AT  
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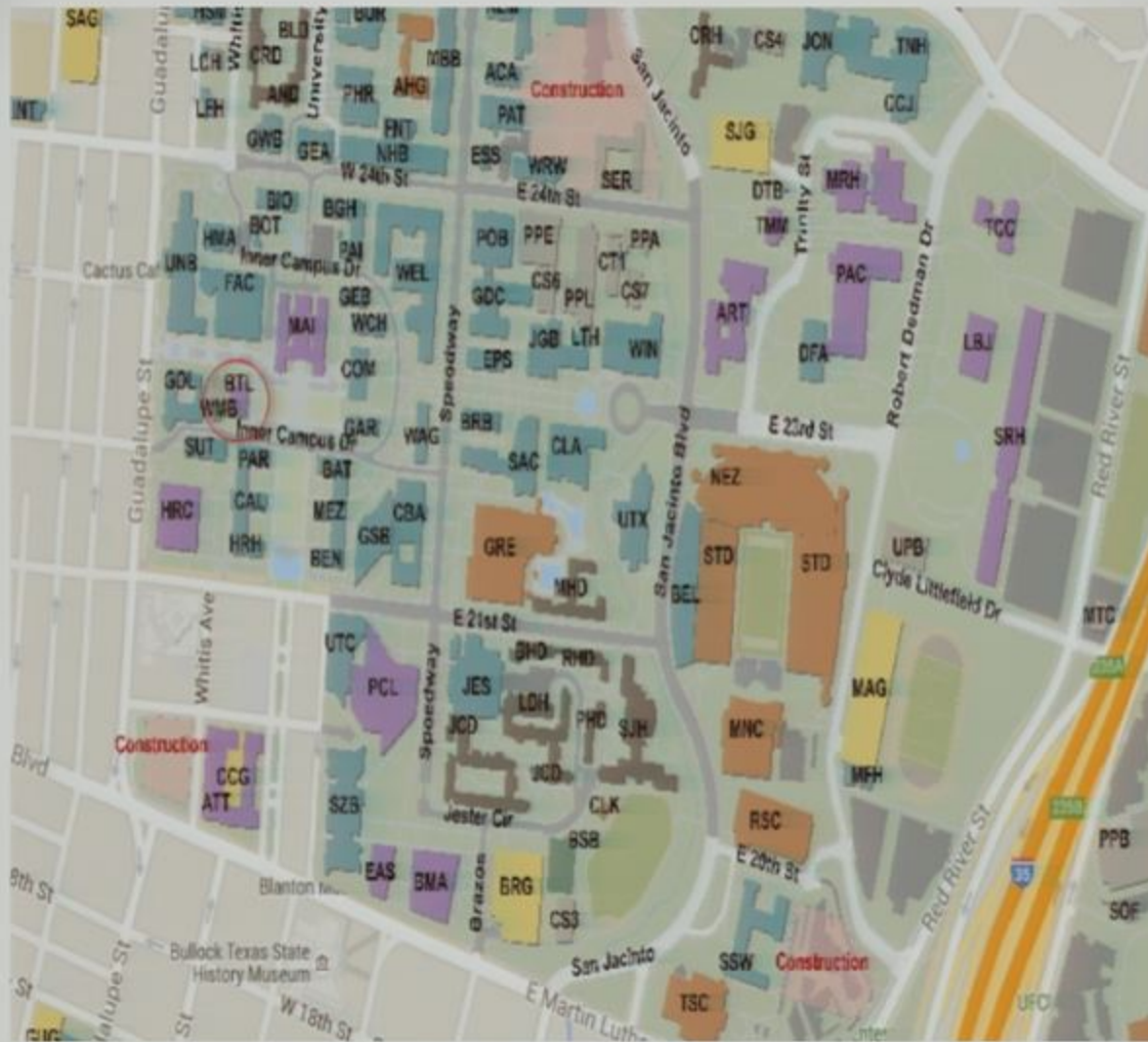
THE UNIVERSITY OF TEXAS AT  
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# Crafting a standard 'non-museum' loan policy across multiple cultural institutions

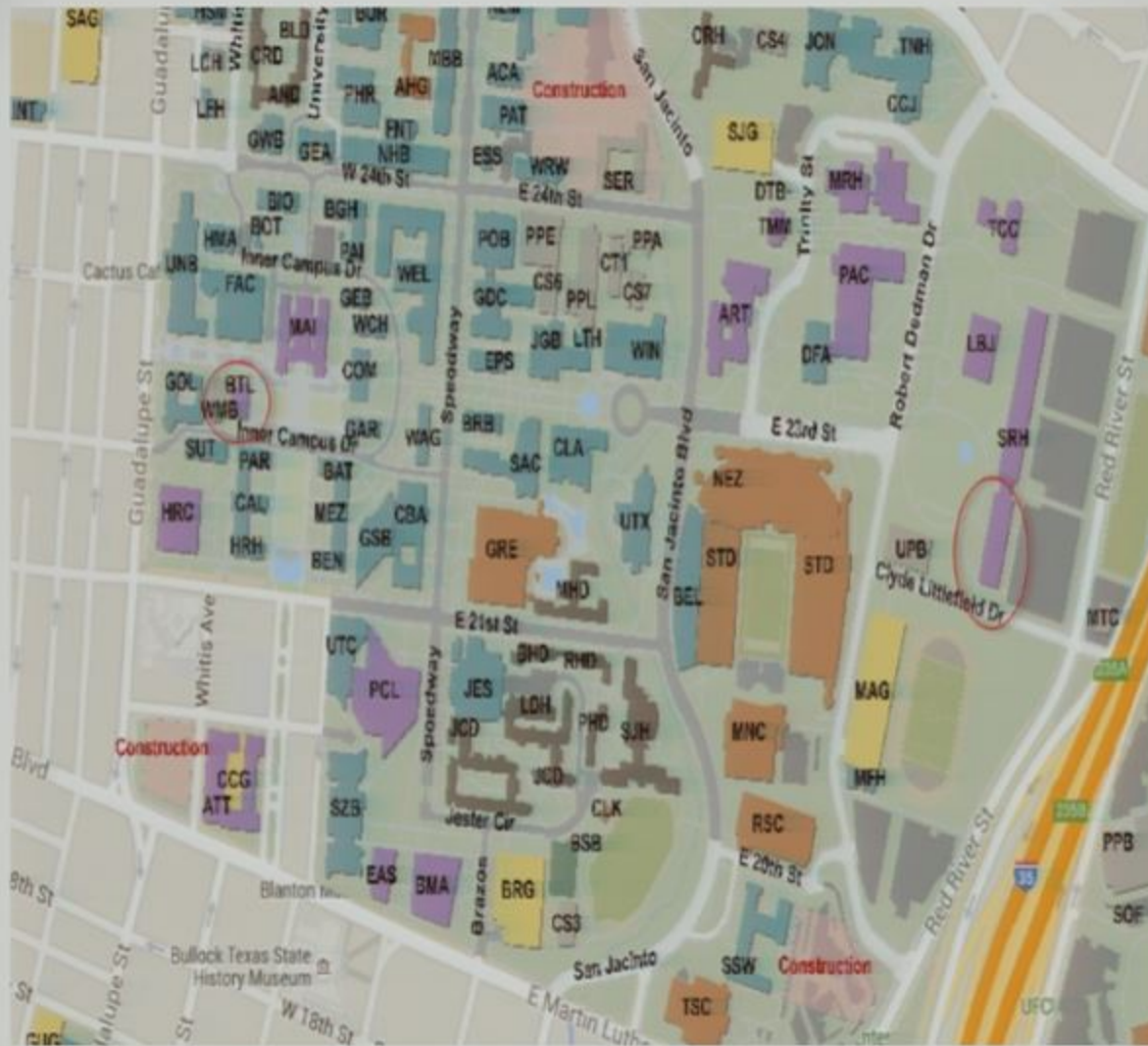






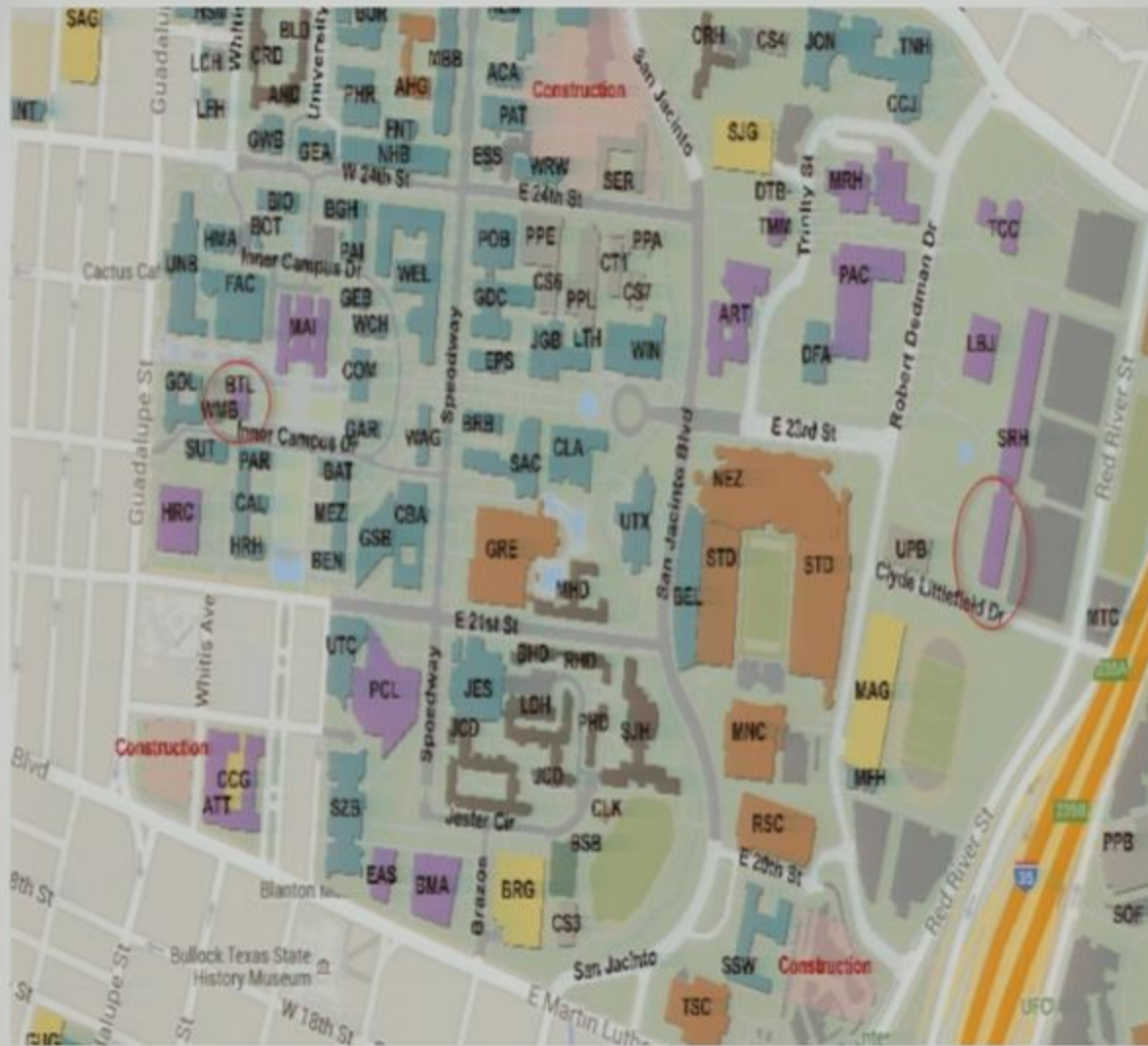
## Alexander Architecture Archive

Beth Dodd, Curator



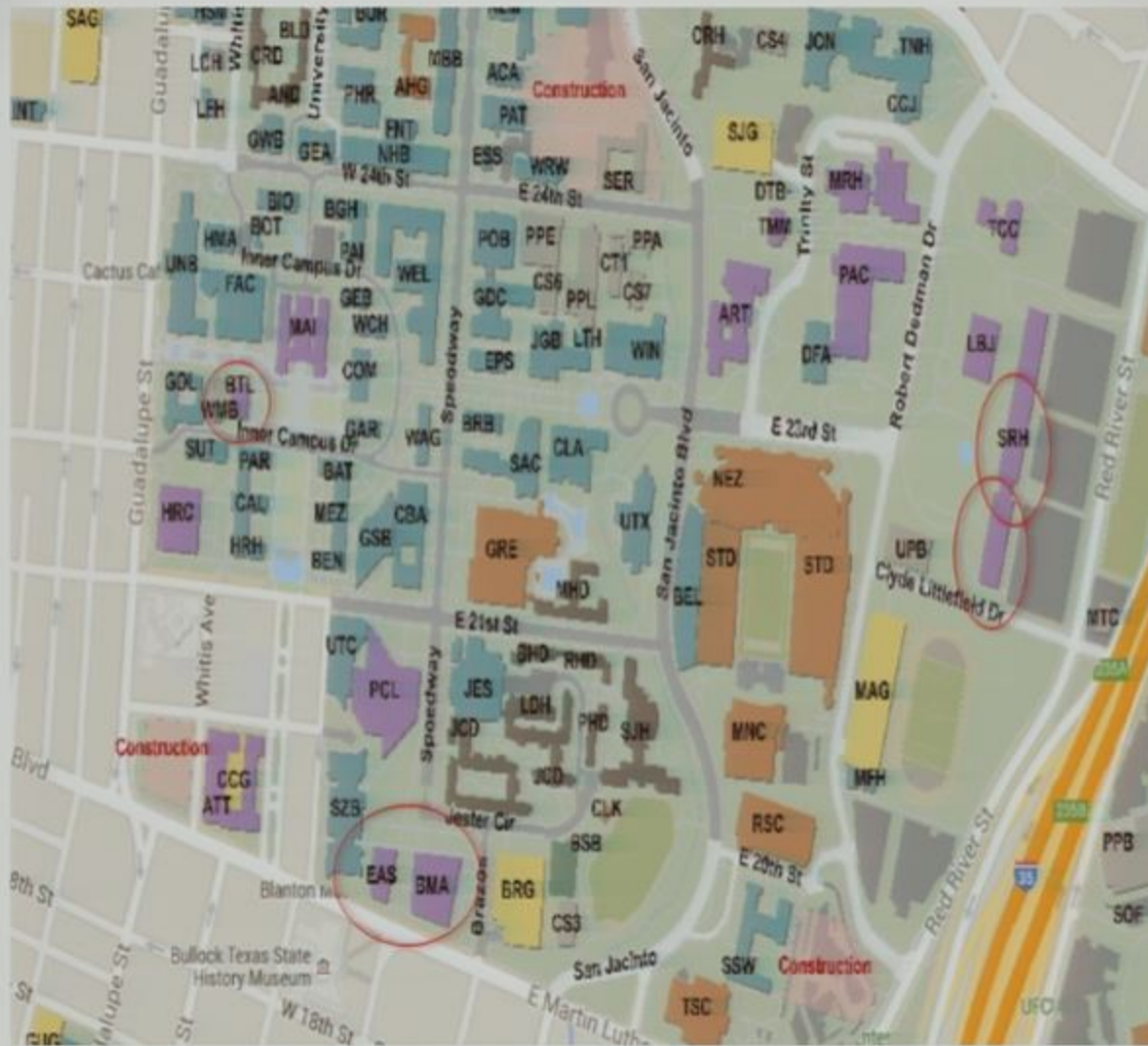
## Benson Latin American Collection

Julianne Gilland, Curator



## Briscoe Center for American History

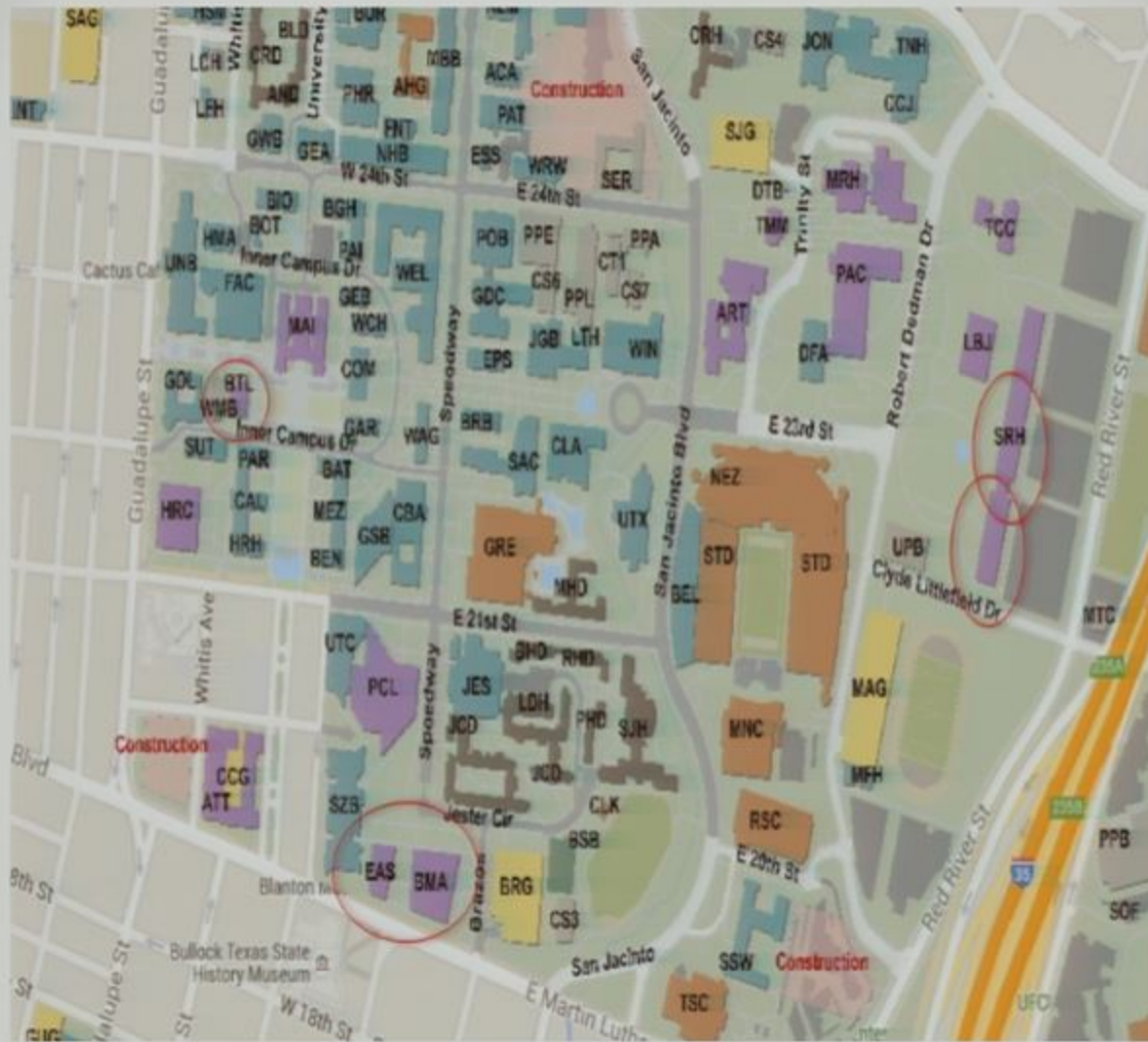
Lynn Bell, Registrar



## Blanton Museum of Art

Gabriela Truly, Director of Collections and Exhibitions

Meredith Sutton, Registrar



## Harry Ransom Center

Sonja Reid, Registrar

# Different Special Collections, Different Practices

- Alexander Archive
- Briscoe Center for American History
- Benson Latin American Collection
- Blanton Museum of Art
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# Different Special Collections, Different Practices

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- Briscoe Center for American History -  
*Registrar for loans and limited accessions*
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- Harry Ransom Center – *Registrar for loans only*

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# Different Special Collections, Different Resources

- Alexander Archive – no preparator
- Briscoe Center for American History – limited preparation
- Benson Latin American Collection – no preparator
- Blanton Museum of Art – preparator
- Harry Ransom Center – preparator

# Different Special Collections, Different Borrowers

- Provide a limited number of “definite yes” locations
- Provide guidelines for a limited number of “yes to loan” works
- Define costs
- Define the role of the borrower
- Give flexibility for exceptions

# Different Special Collections, Different Borrowers

- Provide a limited number of “definite yes” locations
- Underwriters of Insurance Policy
- On-Campus Police

# Other stakeholders

- Office of Risk Management
- Underwriters of Insurance Policy
- On-Campus Police

# Reconsidering the Loan Agreement

- What is university policy?
- Who is your audience?



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- **Non-Museum Staff:** lack of knowledge should be expected...and treated as normal

# Non-museum staff do not know:

- Format and wording of a loan agreement
- Costs associated with safe and esthetically pleasing display
- Museum environmental conditions
- Proper or appropriate care of the work
- Conditions or events in an office that put art at risk
- Protocol for when things go wrong

# Caring without finger-wagging

- Write policy and loan agreement so that they are clear and easy-to-read
- Ensure understanding of responsibilities by reviewing in person
- Develop procedures that encourage communication

# Loan Policy Covers:

- Policy statement
- Scope of the program
- Selection of materials
- Environment
- Security
- Loan Fees and Costs
- Insurance
- Length of loan term
- Loan Paperwork
- Transportation
- Handling & installation
- Care while on display
- Notifications
- Loss, Theft, or Damage
- Reasons for Recall
- Return of loan
- Responsibilities of the Borrower

# Project Status

- Working group has submitted a working draft that is being submitted to directors for review.
- Policy will be put in place once final edits are in place

For a copy of the final approved version, email me at:  
[sonjareid@utexas.edu](mailto:sonjareid@utexas.edu)

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Thank you!

Questions?

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