

## **EAC HERITAGE LOAN POLICY**

The purpose of the EAC Heritage Collection is to help preserve our embroidery history through the collection of artifacts for education and research and to increase public awareness in the art of embroidery. Small displays from the collection shall be organized and made available on a loan basis to individuals and groups at the discretion of the Heritage Appointee.

Loans will be considered as requests are presented. If more than one request is made at the same time, priority will be as follows:

1. Seminar Displays
2. Museums and/or Art Galleries at the request of an EAC member
3. Museums and/or Art Galleries at their request
4. EAC members doing research for EAC or their own purposes
5. EAC Chapters

Requests are to be made in writing to the Heritage Appointee and will include the dates of the display and other particulars pertaining to the loan agreement. (See sample of agreement attached.) Once the request has been approved, the Heritage Appointee will inform the President of EAC and the Board, and will keep the President informed of the status.

The collection is insured by the Embroiderers' Association of Canada with Shaw Sabey Insurance (or insurer of their choice). A separate general transit policy is taken out for each loan for display. This policy covers the collection in transit and while on display, but the primary insurance should be the responsibility of the borrower when the borrower is a museum and/or art gallery or non related group.

All loans are to follow the Procedure Manual provided. .

## **Procedure Manual for Heritage Displays**

1. When loan requests are made the Heritage Appointee will determine the feasibility of the request and answer in a prompt manner.
2. The President will be kept informed on the status of the loan.
3. A contract or agreement is to be signed before the requested artifacts can be released. (See 'Heritage Loan Agreement').
4. All items are to be examined carefully before they are placed on loan and a condition report and/or scan should accompany articles.
5. All items are to be wrapped in a conservation-wise method: acid free tissue paper, boxes, etc.; coroplast boxes. Clean white gloves are to be used to handle items and should be included with the items to be borrowed.
- 1
6. Shipping is to be by registered mail or insured courier. This provides a tracing number and enables tracing a parcel. Return shipping expenses are the responsibility of the borrower.
7. A set of care instructions for the borrower shall be enclosed with the display. See example below.

### **PLEASE READ BEFORE UNPACKING**

- All items are wrapped in acid free tissue and are to be handled with care.
- Two pair of cotton gloves are included to be used in handling items.
- Save acid free tissue paper and box(es) for return mailing.
- Return by registered mail or courier insured unless special arrangements have been made with the Heritage Appointee.
- Display items in a locked cabinet or with sufficient security to protect and conserve the collection.
- Booklets are for sale at a cost of \_\_\_. (number of) copies are enclosed. More copies are available on request from the Heritage Appointee.