

12.9 LOAN AGREEMENT:



Between:	And:
Roman Catholic Diocese of	_____
Victoria Archives	_____
#1-4044 Nelthorpe Street	_____
Victoria, BC, V8X 2A1	_____

The *Roman Catholic Diocese of Victoria Archives* hereby loan the following materials:

List and Description: (list and detailed description of material; informal assessment of condition – poor, fair, good or excellent. Attach extra pages as needed.)

Loan Conditions:

These items will be loaned from _____ to _____, and then returned to the Archives. Those materials marked with a (✠) have been blessed or sanctified, and must be handled with dignity and treated with respect.

These items may be subject to extensions on loan period, or re-call prior to end of loan period.

These materials are to be used for the purposes of: _____

CONDITIONS OF LOAN: (Please initial as having read.)

1. PROVISIO ()

Only loans which meet the conditions of the *Roman Catholic Diocese of Victoria Archives* will be considered.

2. TRANSPORTATION ()

All material will be picked up and returned to the *Roman Catholic Diocese of Victoria Archives*, overseen by staff and with transportation approved by the *Roman Catholic Diocese of Victoria Archives*.

3. PACKING ()

The *Roman Catholic Diocese of Victoria Archives* will approve all packing materials and procedures for outgoing and incoming loans.

4. INSURANCE ()

Borrower must show proof of insurance.

5. PROCEDURE IN EVENT OF MISHAP ()

In the event that a loan item is damaged, destroyed, lost or stolen, the borrower will notify the *Roman Catholic Diocese of Victoria Archives* immediately, followed by notice to the insurer. Notification will be followed by written confirmation. The report of damage or loss should provide a description of the extent and circumstances surrounding the mishap. No repairs or other actions may be taken on the object by the borrower without instruction from the *Roman Catholic Diocese of Victoria Archives*.

6. PUBLICITY AND CREDITS ()

The credit line '*On Loan From the Roman Catholic Diocese of Victoria Archives*' will accompany all displays and publicity.

7. PHOTOGRAPHY ()

All photographs of *Roman Catholic Diocese of Victoria Archives* items to be used in exhibition catalogue brochures, publicity releases, and the like will be used for the agreed-upon exhibit only.

8. GENERAL CARE AND HANDLING ()

The borrower will exercise the same care and handling of the borrowed items as it does in the safekeeping of comparable property of its own. Each object will remain in the same condition in which it was received. No restoration, re-framing, repair, cleaning of loan objects may be performed without prior consent of the *Roman Catholic Diocese of Victoria Archives*.

9. LOAN FEES ()

In the spirit of cooperation between institutions, no loan fees will be charged. Fees incurred in transportation, insurance, display and making ready for use are the responsibility of the borrower.

12.10 DEACCESSIONING PROCEDURES:

Disposition of Materials

The *Roman Catholic Diocese of Victoria Archives* is governed by the *Code of Canon Law* and any diocesan guidelines which may apply. In practice, material to be deaccessioned may be transferred to other repositories, offered for public sale, or destroyed. Any such disposition of material with substantial research or financial value will be governed by the following considerations:

1. Materials must be free of all legal obstacles. No materials will be deaccessioned when a written agreement that contradicts such action exists between the donor and the *Roman Catholic Diocese of Victoria Archives*. A reasonable attempt will be made to consult donors when materials are considered for de-accessioning.
2. Materials will not usually be sold to archives staff, their immediate families, or any other organization affiliated with the archives. All proceeds from the sale of such materials will be used solely to further the preservation or development of the archives research and collections.
3. The method of disposition will be determined by the Chancellor, in consultation with archives staff and advisors, if any.
4. When de-accessioning is determined to be appropriate, responsibility for keeping a record of disposition of materials will be assigned to archives staff.

Types of Deaccessioning

Once it has been determined that the materials are to be disposed of, four methods of de-accessioning materials may be used.

1. **Destruction:** Outright destruction may be selected as a suitable method of disposition for materials that have been appraised and determined not to have any merit for continued preservation.
2. **Transfer:** Materials that have been evaluated and identified to be out of the mission of the *Roman Catholic Diocese of Victoria Archives* and would be better served at another repository will be made available to that repository for transfer of ownership if the *Roman Catholic Diocese of Victoria Archives* has clear title to the materials. The repository receiving the collection will pay all expenses involved in shipping and sign a release form in which they assume ownership of the material. Recipients of deaccessioned material will be required to complete an 'Assignment of Deaccessioned Material' form. (Appendix 12.11; Page 27)
3. **Sale:** The sale of materials which are duplicates, which have no intrinsic or informational value to the *Roman Catholic Diocese of Victoria Archives*, and which have not been sanctified or dedicated to the use of the Church and its ministers will be conducted to maintain and preserve the collections of the *Roman Catholic Diocese of Victoria Archives*.
4. **Return to owner:** Materials may be returned to the legal owner if they have requested the return of their materials and archives ownership of the collection cannot be clearly established as elsewhere herein specified.

Other Considerations:

Other factors need to be considered during the de-accessioning process and apply to both the donor and the archives staff.

1. In the particular case of religious archives, all materials which have been blessed, sanctified, or dedicated in any way to the work of the church must be closely scrutinized before de-accessioning. A respectful rite of de-sanctification will be conducted if possible.
2. All prevailing civil laws regarding retention of records must be observed.
3. Donors and records creators should be informed that factors such as a change in mission, new accessions, and financial responsibilities may preclude the perpetual preservation of a collection and that these changes may compel the archives to dispose of materials that had been acquired earlier. Donors will be made aware of these necessary activities by clearly stating that the archives may dispose of parts or the entire collection based upon these factors.
4. Although appraisal and de-accessioning are needed tools for refining collections, their importance will be reduced by keeping selection policies current and by applying sound appraisal standards.