

LOAN POLICY

Of

Anderson Island Historical Society

9306 Otso Point Road
Anderson Island Washington 98303
<http://www.andersonislandhs.com/>

It is the general policy of the Historical Society to discourage loaning of any Historical Society items of property.

This general policy does not include archival collections such as photographs, documents, pictures, etc. A loan policy relating to archival collections is covered by a separate policy.

Although loaning of Historical Society items and property is discouraged by the board, it is also acknowledged that there are exceptions to the "no loan" policy. Examples of exceptions may be as follows:

- A. Anderson Island organizations who have unwritten loan arrangements with the Historical Society may be authorized to borrow Historical Society items and property such as:
 1. Rental of facilities or Historical Society grounds.
 2. Use of tables
 3. Use of folding chairs
 4. Use of tents (Tents will be loaned only to those organizations who own tents of their own or are aware of the fragile nature of tents)
 5. Use of ladders
 6. Use of various hand tools.
 7. Borrow expendable items such as paper towels, cups, etc. (Expendable items borrowed must be promptly replaced.)
- B. Individuals (Only Historical Society members will be considered for use of the following items.)
 1. Use of facilities or Historical Society grounds. (See Policy 2009-10, Policy for Private Events.)
 2. Use of folding chairs (Donation of \$3 per chair is required)
 3. Use of tables (Donation of \$5 per table is required)
- C. The Historical Society Board of Directors may grant other exceptions to the loan policy if a majority of the Directors approve a loan of property use.
- D. Items that are not to be loaned.
 1. Padded chairs
 2. Power equipment such as mowers, power tools, tractors, etc.
 3. Tents (except in cases as described in A-4 above.)

All loaned items must be picked up and returned by the requestor.

Any items loaned to organizations or individuals must be promptly returned in the condition that they were received. If any damage to the borrowed items has occurred, the organization or individual will be expected to repair, replace, or pay for the damaged item.

Unless otherwise agreed upon by the Historical Society Sponsor, the loan period should not exceed 3 days.