



**CON FOSTER MUSEUM
LONG TERM LOAN CONVERSION POLICY**

1. Materials loaned to the Con Foster Museum may be claimed by the original owners or their agents, or the materials may be converted to gifts to the museum provided the requirements of this policy are met.
2. Materials include any artifact(s) or document(s) in the museum's possession which was placed there with the intention that it/they be returned to the owner at a future date.
3. Early documentation of loans was kept on index cards. Prior to 1942, there appears to be no loan receipts. Convincing proof of ownership could be established by an individual's proper identification and an indication of accurate knowledge of the materials being claimed. Questions of rightful heirs and power of attorney would be addressed as indicated below.
4. Between 1942 and 1979, loans and donations were documents in receipt books which were originally intended as loan receipts. There are receipts which have been altered on both the original and the copy so that the word "loaned" is struck out and the word "donated" is written in its place. Materials listed on the altered receipts are considered as permanent donations and will not be returned to the original owners or their agents.
5. Currently, loans are accepted for only a specific exhibit or program and only for a digested amount of time. These materials are recorded on loan forms with a copy provided to the owner. In order to retrieve the loaned materials, the copy must be presented by the owner or the owner's agent.
6. Anyone wishing to claim materials recorded as loans which were left at the Con Foster Museum must provide convincing evidence proving that the materials are those which are in the museum's possession and that the individual(s) claiming ownership are, in fact, the right owners of the property. All returned of long term loans are subject to the review of the Advisory Board.
7. Original owners of loaned materials may claim their loans after having produced the proper receipts or other identification indicating their ownership of specific items and providing that the museum staff can retrieve the materials from the descriptions provided.
8. An heir to the estate owner of loaned materials must establish that he or she is the rightful heir of the property in question. The following will be required:
 - a. A copy of the original owner's death certificate and will, if any, must be presented.
 - b. Proper museum receipts may be required for loaned materials for which receipts were given.
 - c. The personal representatives of the estate must provide a written document releasing the materials to a specific individual, that individual will be given the material.
 - d. If no estate is being probated and a spouse survives, then the materials will be released to the spouse.

- e. If no estate is being probated and there is no spouse, the person claiming ownership must present a written statement to that effect. In addition, written statements from the other heirs allowing the materials to be released to the individual claiming ownership may be required.
 - f. If the original owner is still living and has given a power of attorney to another, this power of attorney must also be validated for the museum's records.
 - g. Other documentation may be required by the museum staff if they deem it appropriate.
9. Original owners, their agents, or heirs who wish to convert loaned materials into permanent donations to the museum must provide convincing evidence of ownership. Upon making such a donation, the established owner must sign the donation agreement provided by the museum in accordance with the museum's adopted collection policy.

I hereby certify that the above policy was adopted by the City Commission of the City of Traverse City at its regular meeting of March 2, 1987, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Benjamin C. Marentette, CMC, City Clerk