

**Milligan College Archives and Special Collections  
Loan Policy**

With the approval of the Archivist, certain Archives materials may be loaned out **only** to College personnel. Items that may be loaned are restricted to those in the artifacts collections, Local History and Restoration History book collections. **Items on loan may not leave the campus of Milligan College.** Photographs and document collections are not available for loan.

All guidelines of access, care of materials, duplication and publication, and access restrictions set forth in the [Milligan College Archives Use of Materials Policy](#) apply to loaned materials. When borrowing materials from the Archives, please bear in mind that we are trusting you to take care of these items. In many cases these items are old, fragile, rare, or unique. Extreme care should be taken to ensure that the items are kept safe, clean, and secure so that future researchers may also enjoy access to them. **Do not use pen, pencil, marker, or any type of adhesive on loaned materials.**

All items on loan must be listed below before being released from the Archives. All material must be returned within two weeks from the time it was borrowed. Borrowers will be presented a copy of these policies when items are checked out and will be notified of overdue materials. The Archives and Special Collections reserves the right to refuse loaning materials to anyone it feels has violated this Policy.

Description of Materials Loaned:

The undersigned acknowledges receipt of this material as being on loan from the Milligan College Archives. He/She further acknowledges full responsibility for the proper care and safekeeping of this material.

Released to: \_\_\_\_\_ Dept. \_\_\_\_\_

Released by: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to: \_\_\_\_\_ Date: \_\_\_\_\_

