



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 4002.2D
18/Museum
7 Dec 2020

USNA INSTRUCTION 4002.2D

From: Superintendent, U.S. Naval Academy

Subj: LOANING NAVAL ACADEMY MUSEUM HISTORIC PROPERTY AND LOANS
OF PROPERTY TO THE NAVAL ACADEMY MUSEUM

Ref: (a) OPNAVINST 5754.1
(b) DoD Directive 7200.11
(c) U.S. Naval Academy Staff Judge Advocate Letter 5216 of 25 October 2018

1. Purpose. To set policies and procedures governing loaning artifacts from the U.S. Naval Academy (USNA) Museum Collection and loaning artifacts to USNA Museum by other Museums, agencies, and individuals per references (a) through (b).
2. Cancellation. USNAINST 4002.2C dated 17 Aug 2004. This directive is a significant revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Background

a. The USNA Museum is an educational and inspirational resource for the Brigade of Midshipmen, other students of American naval history, and thousands of visitors each year. Through its collections and exhibits, the Museum contributes to the recognition of history as a basic source of knowledge in advancing the theory and practice of sea power as evidenced in the Naval Academy Motto – *Ex Scientia Tridens* (From Knowledge, Seapower).

b. The Museum is charged with collecting, preserving, and highlighting through exhibitions and study programs the objects, documents, and works of art that relate to the history and traditions of the United States Navy. Emphasis is given to objects illustrative of the role of the naval officer, and, in particular, of alumni of USNA in the events of our past that have shaped today's Navy and Marine Corps.

c. The Museum's collections are of a size that permits display in or around authorized buildings within the Naval Academy grounds. Authorized buildings at the Naval Academy include Buchanan House, the Commandant's House, the Chapel, and academic buildings; the Museum Director may approve other buildings with consideration for the security and preservation of the artifacts. The Museum receives requests to loan materials to other museums, institutions, and official government offices and quarters. Loaning artifacts disseminates

knowledge, develops goodwill, and increases prestige; however, this practice is a major cause of accelerated deterioration, damage, and loss of irreplaceable treasures. The criteria contained herein are intended to recognize and reconcile, as much as possible, the requirement to preserve important, unique, and fragile objects while employing the full educational potential inherent in the Museum's collection.

d. Accordingly, the intent of the policy articulated by this instruction is to make loans of Museum property available to public venues where interaction with the artifacts by midshipmen and visitors to the Naval Academy Yard is maximized. Examples include, but are not limited to, Memorial Hall, the Rotunda of Bancroft Hall, the Offices of the Superintendent and Commandant, and the formal entertainment spaces of their official residences. Loans to non-public venues such as private residences and private offices of officials who do not routinely interact with the public are expressly outside the intent of this policy. Examples include, but are not limited to, battalion/company officer offices within Bancroft Hall and on-base private residences. Director, USNA Museum, will make the final determination of the suitability of a venue to receive a loan of the Museum property.

e. This policy additionally covers the loaning of artifacts to USNA Museum. The Museum borrows from other museums, agencies, and individuals for the purpose of exhibition at USNA Museum.

4. Policies

a. Loaning Objects from USNA Museum's Collections

(1) Loaning objects, including works of art, from the Museum's collections will be favorably considered only when the loan is in the best interest of disseminating knowledge.

(2) Eligibility and priority for loans will be determined by the Museum staff with the advice and consent of the Director before issuance. Exhibition in the Museum and public exhibition within the Academy grounds or in another institution will take precedence over the loan of an object for another purpose, except where individual research is involved which will result in publication. No museum, institution, or individual will be eligible to borrow objects until it can be ascertained that adequate handling and protection will be provided.

(3) Two classes of loans, based on insurance requirements, exist.

(a) Loans to agencies and individuals within the U.S. government are considered self-insured and do not require separate insurance coverages on objects. The borrowing agency or individual will fund the proper packing and transportation of the object to and from the place of exhibition.

(b) Loans to all other agencies and institutions require insurance of the object(s) based on the appraised value as ascertained by an independent appraiser paid for by the borrower or insurance value as determined by the Museum staff. Borrower must provide a certificate of insurance to the Museum. All packing and transportation costs will be borne by the borrower.

(4) An object in poor physical condition, or in unduly fragile condition, will not be loaned.

(5) Accountability, inventory control, and reports are the burden of the borrower. Long-term loans require annual reports that include a condition status. Reports will be submitted to the Registrar of USNA Museum on the anniversary of the loan, and will include a photograph of the object *in situ*.

(6) Loans are for a fixed period. Loans may be extended for an additional fixed period.

b. Loaning Objects to USNA Museum for Exhibition

(1) USNA Museum may request to borrow objects for the purpose of exhibition at the Museum.

(2) As an agency of the federal government, USNA Museum is self-insured. See reference (c) for further information.

5. Procedures and Responsibilities

a. Outgoing Loans of USNA Museum Property

(1) With the advice of the Museum curatorial staff, the Museum Director will review and approve all requests, and reserves the right to cancel an outgoing loan at any time and recall the objects.

(2) The Museum Registrar will prepare the appropriate loan agreement using USNA 4002/1 Outgoing Loan Agreement, prior to each outgoing loan. The Museum Registrar will photograph the outgoing object(s) and complete a condition report to accompany the loan agreement form. When an object is returned to the Museum, the Museum Registrar will complete a condition report and provide the borrower with a receipt acknowledging the return of the object.

(3) The Museum Registrar will arrange for packing and transporting objects to locations within the Naval Academy. Borrowing institutions outside of the Naval Academy arrange the packing and transportation of objects to their facility with approval by the Museum Registrar.

Objects will not be moved to other locations or offices, transferred to others or put into storage, without the Museum Director's advance approval.

(4) The borrower will sign the loan agreement prior to receiving the requested artifact(s) acknowledging their receipt of Navy property. The borrower is required to adhere to the conditions of the loan set forth by the loan agreement.

(5) The borrower may be required to provide a concise document describing the borrowing institutions exhibition program and facilities, such as a standard American Alliance of Museums General Facilities Report to determine exhibition, environmental and security standards are acceptable for displaying USNA artifacts, models, or works of art. A standard American Alliance of Museums General Facilities Report may be used or the borrower may provide their own. Any borrower at the Naval Academy must first attend a one hour orientation of the USNA Museum that details proper procedures and responsibilities of the borrowers. The one hour orientation will include a 30 minute tour of the first and second floor exhibit areas, followed by a 30 minute training session on basic conservation requirements in accordance with the American Alliance of Museum standards in order for the Museum to secure and maintain accreditation.

(6) If the borrower desires to extend the loan agreement, a request for an extension must be made to the Museum Director in advance of the termination date of the original loan. A condition report and photograph of the artifact, model, or work of art as it appears on display is required.

(7) All loaned property will be returned to USNA Museum at the termination of the loan period if a new loan agreement has not previously been negotiated.

(8) Loss of or damage to Museum objects will be reported to the Museum Director. Borrowers may be required to complete DD Form 200 Financial Liability Investigation of Property Loss form.

(9) USNA Museum objects occasionally need to be repaired by a professional conservator. The Museum also uses professional framers and mount makers when necessary. When an object leaves the custody of the Museum for these purposes, USNA 4002/4 Temporary Custody Receipt will be completed. No object will leave Museum custody for conservation, framing or mounting without the advance approval of the Museum Director.

(10) The Museum Registrar will maintain a database with updated locations for all Museum objects that leave Museum custody.

b. Incoming Loans

(1) The Museum Registrar will prepare the appropriate loan agreement using USNA 4002/2 Incoming Loan Agreement prior to each loan if the loan agreement from the lender is not used. The Museum Registrar will photograph the incoming object(s) and complete a condition report upon arrival. When an object is returned to the lender, the Museum Registrar will complete a condition report to accompany the object.

(2) The Museum Registrar will arrange for packing and transporting objects to the Museum and the return to the lender with the lender's approval.

(3) USNA Museum will sign the loan agreement prior to receiving the requested object(s). The Museum will adhere to the conditions of the loan set forth by the loan agreement.

(4) USNA Museum will provide to the lender a concise document describing the Museum's exhibition program and facilities, such as a standard American Alliance of Museums General Facilities Report.

(5) All borrowed property will be returned to the lender at the termination of the loan period if a new loan agreement has not previously been negotiated.

(6) Loss of or damage to borrowed objects will be reported to the Museum Director and the lender. The Museum will comply with the conditions and reporting procedures agreed upon in the loan agreement.

(7) The Museum Registrar will maintain a database with locations of all objects loaned to the U.S. Naval Academy Museum.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

7. Review and Effective Date. The USNA Directives Sponsor will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and

consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40.

8. Forms. DD Form 200 Financial Liability Investigation of Property Loss is available at DoD Forms Management Program website: <http://www.dtic.mil/whs/directives/forms/index.htm>. USNA Form 4002/1 Outgoing Loan Agreement, USNA Form 4002/2 Incoming Loan Agreement, USNA 4002/4 Temporary Custody Receipt are available at the USNA Forms Management Program's website: <https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php>.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, <https://www.usna.edu/AdminSupport/Inst/>