



Outgoing Document Loan Policy

Purpose: Policy for borrowing materials from MGCA archives and/or office

Policy: It is the policy of the MGCA to allow certain materials from its archives and office to be borrowed by persons or organizations.

Procedure:

A request to borrow materials must be presented to the Secretary of the Board of Managers or the Chair of the Archive Committee either in writing, or in person at a regular monthly meeting of the Board. If the request is to be made in person, notification must be given to the Secretary of the Board of Managers in advance in order to be placed on the agenda.

If the Board votes to approve the request to borrow materials, the borrower may elect to either:

Be escorted to the storage area at a mutually agreed upon time either by the Secretary of the MGCA, or the MGCA Office Manager, who must remain in attendance while the archive storage cabinets are unlocked, or

Have the MGCA Secretary or Office Manager pull the documents without the borrower being present.

Before transferring the materials to be borrowed, an *Outgoing Document Loan Form* must be completed and signed. One copy will be given to the borrower, one copy will be placed in the file from which the materials were borrowed, and a third copy will be kept in the MGCA office by the Office Manager.

Upon return of the materials, the *Outgoing Document Loan Form* will be updated to note the document's return. A copy of the return receipt will be provided to the borrower, the file copy of the form will be removed, and the original form will be kept on file in the MGCA office by the Office Manager.

Discretionary Power: Board of Managers

Dates: Adoption: 12/21/2010

Revision: 06/17/2025

Rescission: