

### Resource Sharing

The Boynton Beach City Archives and Local History Collection staff cooperates and collaborates with other local archivists and librarians, respecting their institutions' missions and collecting policies. As the majority of the items in the Boynton Beach City Library Archives and Local History Collection are rare or one-of-a-kind in nature, they are not available for inter-library loan.

Exhibit loans to local institutions are permitted on a case by case basis and must be approved by the Librarian/Archivist and the Library Director. The borrowing institution must be able to insure the item(s) on loan from door-to-door and must provide current Certificates of Insurance. Borrowers must also provide all of the library's loan documentation and must insure handling, transportation, security, storage, and display will fall within accepted industry standards. Item(s) must be returned intact in a timely manner as referenced in the loan documentation. All condition reporting will be conducted by the borrowing institution and must be approved by the Librarian/Archivist prior to packing and shipping. All costs for the loan of any object will be borne by the borrowing institution.