

University of Illinois at Urbana - Champaign Library Policy Care of Library Material in Transit

In the course of maintaining our Library collections, it is often necessary to send rare and valuable items to other institutions, to researchers outside the University, to conservation specialists, and for special occasions such as traveling exhibits. All Library materials are considered inventoried items and the maintenance of this inventory is subject to review by both University and state auditors.

The University of Illinois Office of Business Affairs provides regulations and guidelines for the transportation of items in these circumstances. It is the responsibility of all University Library faculty and staff to adhere to these policies whenever collection items are being transported or sent away from this campus.

Whenever it is necessary to ship or carry items of value from the collections, it is mandatory that you contact the Library Business Office. The LBO works closely with University Expediting to identify qualified and insured shippers, and will also contact Risk Management to provide the appropriate level of insurance, if existing policies are not adequate. The Business Office provides the necessary inventory forms, and will be able to instruct you on the safest way to transport material to its intended destination. The LBO will work with the collections librarian and/or the preservation librarian as needed to insure that the Library maintains an accurate log of these transactions, and that appropriate agreements have been reached with conservators, institutions, etc.

In general, faculty and staff are advised not to carry items of value personally or to make arrangements with companies or individuals to carry materials without working with the Library Business Office. In the case of ongoing arrangements with companies, the LBO can develop specific policies and procedures to expedite continued service.

University of Illinois Office of Business Affairs. Business and Financial Policies and Procedures. Section 6.1: Insurance Procurement and Coverage; Section 12.1: Custodianship of Property; Section 12.1.1: Off-Campus Use of Equipment; Section 12.2: Capitalization and Valuation of Property and Equipment

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