

Plain Language, Easy English. What is the Difference?

Complex Language

http://www.plainlanguage.gov/examples/before_after/index.cfm

1. Standard Outgoing Loans

Objects from the park's museum collection are loaned only for the purposes of exhibition, research, scientific preparation, analysis, photography, conservation, or other requested services. Loans are made to educational institutions (e.g., NPS park museums, non-NPS museums, historical societies, universities and other organizations); service-providing organizations (e.g., non-NPS and NPS conservation and analytical laboratories or exhibit preparation firms or contractors providing these services); and other National Park Service divisions, offices, or units. Only cataloged objects can be loaned to institutions for exhibit purposes. If objects loaned for research purposes are not cataloged, they must be adequately documented through another means (i.e., field specimen log for archeological collections). Objects loaned for conservation purposes must be cataloged, unless the conservation treatment is necessary to assist with the preparation of the material for identification purposes.

2. Repository Outgoing Loans

Repository outgoing loans are made for purposes of collections management (including cataloging and storage) or solely storage to non-NPS repositories, such as universities or research institutions, to NPS centers, and occasionally to other NPS parks. Arrangements with a non-NPS repository may be covered by a cooperative agreement (see Figure 5.10), although each loan transaction should also be documented with an outgoing loan agreement. Outgoing loan agreements must be completed and signed for each transaction reviewed regularly. Outgoing loans to non-NPS repositories should be renewed every ten (10) years.

Plain Language

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1. *For what purposes may I lend museum objects?*

You may lend objects from the park museum collection for various purposes such as exhibition, research, scientific or exhibit preparation, analysis, photography, conservation, or other requested services, and for long-term collections management and storage.

Easy English

Example developed by **Access Easy English**.

You can borrow objects



- To put on a show. This is called an exhibition

Or



- For research. For example, to find out more about an object

Or



- Photos

Or



- To take care of the object. This is called conservation.

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