

Yale University

Insurance Coverage Using a Commercial Carrier

Yale University carries fine arts insurance to protect its collections in the case of damage or loss. University staff can be assured that collection materials are insured provided all reasonable care is taken.

Commercial carriers such as UPS or FedEx will only insure a single shipment, whether one or twenty boxes/containers, up to **\$50,000**. It is advisable to notify Risk Management via email when there are collection materials that are valued at over \$50,000 **or** the shipment is not being insured through the commercial carrier. Staff are strongly encouraged to insure using the carriers insurance whenever possible.

For materials not covered by a carrier's policy the staff member should notify Risk Management of the shipment with the following information:

- Identifying information for the shipment—a name of the collection or batch or shipment number assigned by the owning collection
- Shipping date
- Shipper
- Number of boxes or containers in the shipment
- Total value of shipment
- Shipped
- Address shipped from

This information should be sent via email prior to shipping to: Risk Management, risk.management@yale.edu