

## Yale University

### Insurance Coverage for Transportation of Special Collections Materials Between Yale Facilities

Yale University carries fine arts insurance to protect its collections in case of damage or loss. University staff can be assured that collection materials are insured provided all reasonable care is taken, the collections are being moved by Yale staff member to and/or from a University location or from a donor's location to the University. Following the procedures outlined in the "[Guidelines for Packing & Shipping Collection Items by University Staff](#)" will ensure reasonable care.

For individual or groups of collection materials the following points need to be kept in mind:

- All Yale departments are covered by University insurance (Risk Management) under the following conditions:
  - If the collection items are in the possession of a Yale staff member AND in a Yale-owned vehicle throughout the entire transaction.
- Collections are NOT automatically covered by University insurance if a staff member transports collections via personal vehicle or on foot.
  - However, arrangements may be available through Risk Management to cover such transportation issues. For more information contact [Risk Management](#)
- To ensure proper protection during transport, all collection materials must be packed and protected well. Please see "[Guidelines for Packing & Shipping Collection Items by University Staff](#)" for more details.
- The individual department will be assessed a \$1,000 deductible in the event of damage or loss.