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### **Outgoing Exhibition Loan Policy for Morehouse College Martin Luther King Jr. Collection**

The Morehouse College Martin Luther King Jr. Collection (MCMLK) is under the custodial care of and housed at the Robert W. Woodruff Library of the Atlanta University Center (RWWL-AUC). Until further notice, outgoing loan requests for in-state exhibitions will be considered for verified educational use only; out-of-state, for-profit or commercial entities and cultural heritage institutions will not be granted loan privileges. Requests to borrow materials for exhibition from the Morehouse King Collection must be submitted in writing to the Head of the Archives Research Center at:

Head, Archives Research Center  
Robert W. Woodruff Library of the Atlanta University Center  
111 James P. Brawley Drive, SW  
Atlanta, GA 30314  
[archives@aucr.edu](mailto:archives@aucr.edu)

Educational organizations interested in exhibiting materials must detail their plans for use of documents, as well as, safe care and handling procedures including, but not limited to: length of time, location of venue, venue facilities/environmental reports and insurance policies.

**Original documents are not available for loan.** If approved, only digital scans or facsimile copies will be loaned to verified educational institutions. In general, the loan of documents, as outlined, is limited to a consideration of five documents from the collection. Documents deemed “iconic” by Morehouse College will not be considered for any outgoing loan.

Requesting organizations will be responsible for payment of any fees associated with the loan and reproduction of documents (digital scans or facsimile copies).

*Morehouse College holds all academic rights to the Morehouse College Martin Luther King Jr. Collection. Any educational and/or academic institutions desiring special use of materials for purposes of curriculum design and programming should direct requests to the **Office of the Morehouse College Martin Luther King Jr. Collection at Morehouse College.***