

Denver Museum of Nature & Science Guidelines for Borrowers of Objects for Exhibition

Thank you for your interest in our collections. DMNS appreciates opportunities to share our collections with wider audiences through exhibition loans to other museums. These guidelines will give you a sense of the process we go through when responding to requests for loans and what we may need from you.

DMNS does not charge fees for object loans, but we may ask borrowers to cover various costs associated with loans, as noted below. We will discuss these costs ahead of time with you before proceeding.

Step 1

Initial contact is usually made with the DMNS curator or collection manager for the type of objects you're interested in borrowing. They can give you more detailed information about objects in our collection that might be appropriate for your exhibit. If you'd like to visit DMNS to view potential objects, please make arrangements with the curator or department collection manager at least one month in advance of your planned visit.

Once you know which objects you wish to request for loan, please provide us with the following:

- A **written request** detailing the objects you wish to borrow; description, dates, and venue(s) for the exhibit; and anticipated deadlines to receive the objects and return them to DMNS. This request should be addressed in letter format to the appropriate DMNS curator.
- A completed **AAM Standard Facilities Report** for each of the proposed venues. If you're not familiar with an SFR, please let us know.

Step 2

Once we receive your letter of request and SFR, our collections team – curator, collection manager, registrar, and conservator – will begin the process of reviewing these materials and examining the objects you've requested.

In general, steps in this process include:

- **Preliminary condition assessments of the objects.** Some objects you've requested may not be stable enough to loan out, so we may ask you to consider alternative objects.
- **Review of your SFR.** Our registration staff will contact you with any questions. We may ask you to meet special environmental and/or security requirements for particular objects.
- **Review of insurance needs.** Our registration staff will contact you to discuss insurance arrangements for the objects while they are in your care. We ask the borrowing institution to provide us with a Certificate of Insurance naming DMNS as an additional insured for the period of the loan.

- **Appraisal of objects.** We may need to hire an appraiser to update insurance values for the objects, and we may ask you to pay the fee for the appraisal. If this is necessary, we will contact you ahead of time and discuss potential fees.
- **Discussion of transportation/shipping plans.** We will discuss with you how the objects will be transported to your venue and back to DMNS. We may ask you to pay for or reimburse DMNS for special packing, shipping, or couriering costs if we determine that these are necessary for the safety of the objects. We will discuss all arrangements with you before incurring any costs on your behalf.

Step 3

Once these arrangements are settled, our registration staff will draw up a DMNS Outgoing Loan Agreement detailing loan conditions and restrictions. After receiving approval from the appropriate curator (and possibly also from other DMNS officials), the registrar will send copies of the loan agreement to be signed by the responsible party at your institution.

At this time, we will also be working to complete condition reports for the objects being loaned to you. Depending on staff workload, and whether the loan request involves a short lead time or many objects, we may be required to contract with an outside conservator to complete condition reports. We may ask you to pay for these contract costs.

Step 4

Once we have received the signed loan agreement and your Certificate of Insurance, we will make final preparations and transport the objects to you as agreed.

As you can see, each of these steps takes time. We appreciate receiving initial contact from borrowers at least four months in advance of the date the objects are needed for installation. Longer notice is always welcome. At any point in this process, please feel free to contact us with your questions or concerns.

We value our museum partners, and we look forward to working with you.

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