

## Guidelines for Borrowers of Objects for Exhibition

Thank you for your interest in our collections. The Denver Museum of Nature & Science 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.

The Museum 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 curator or collections manager for the type of objects you are interested in borrowing. They can give you more detailed information about objects in our collection that might be appropriate for your exhibit. If you would like to visit to view potential objects, please make arrangements with the curator or department collections 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 the Museum. This request should be addressed in letter format to the appropriate curator.
- A completed **AAM General Facilities Report** for each of the proposed venues. If you're not familiar with a GFR, please let us know.

### Step 2

Once we receive your letter of request and GFR, our collections team – curator, collections 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. Some may require conservation work, and we may ask you to cover those costs.
- **Review of your GFR.** 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 the Denver Museum of Nature & Science 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 the Museum. We may ask you to pay for or reimburse us 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 an Outgoing Loan Agreement detailing loan conditions and restrictions. After receiving approval from the appropriate curator (and possibly also from other internal 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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