



FROM THE OFFICE OF COLLECTIONS MANAGEMENT

100 Museum Drive • Newport News, Virginia 23606 • (757) 591-7764 • fax (757) 591-7312
www.MarinersMuseum.org

OUTGOING LOAN POLICY

Thank you for your interest in borrowing materials from the collections of The Marinersø Museum. We understand the difficulties in finding appropriate materials for exhibition and will make every effort to accommodate loan requests. As a standard practice, the Museum does not loan objects to private businesses or individuals, or to museums unable to meet standard American Association of Museums guidelines.

Research Requests

Research requests will be answered on a first come, first served basis. Requests for additional information for more than ten objects will be subjected to a \$25.00 per hour research fee.

Loan Requests

All loan requests must be made in writing. A letter of inquiry should be sent to the attention of the curatorial staff or the Director of Collections Management and should include the following information:

- The title and dates of the exhibition
- The loan period
- A list of the objects requested
- A current copy of the requesting institution's AAM Standard Facility Report

The formal letter of request must be received by The Marinersø Museum four months **prior** to the requested loan date. This letter of request will be presented to the Collection Committee. This committee meets monthly and will approve or deny the loan.

Fees

The Borrower will be responsible for certain fees/costs related to the loan of materials. The costs may include but are not limited to:

- Conservation costs. If it is determined that conservation work is necessary before an object can be loaned, an outline of a report provided by a conservator will be sent to the Borrower with a statement of the anticipated costs. In many instances, the anticipated conservation costs will be divided equally between The Marinersø Museum and the borrowing institution. A loan will only be made if sufficient time is available to complete the conservation process.
- Framing costs. These costs will be determined by The Marinersø Museum staff and presented to the Borrower for approval and payment prior to completing the necessary work.

Fees (continued)

- Loan fee. The current loan fee is \$200.00. This fee covers condition reporting, conservation survey, photography, research, processing, and basic packing costs.
- Packing and Shipping. The Borrower will be responsible for packing or crating costs and shipping by a Museum approved art transport company.
- Courier fees. If The MarinersøMuseum deems it necessary that a courier must travel with the object, the Borrower will be responsible for any costs incurred by the process.

Transportation

If the Borrower will be transporting the loaned items, the courier must be trained in the handling of objects. All objects must be transported within a closed vehicle. High value or environmentally sensitive objects **must** be transported by a Museum approved art transport company using a climate-controlled vehicle.

If an object is damaged in transit or while on exhibition, the Borrower must immediately report the incident to the Director of Collections Management. A written report including detailed photographs of the damage should also be made. No restoration, repair or cleaning may be done without the permission of The MarinersøMuseum.

Packing

Loans must be unpacked, handled and repacked by qualified members of the Borrower's staff. No handling of the loaned objects by unauthorized or inexperienced persons, volunteers, interns or by the public is allowed. The Borrower will retain the original packing materials and must repack the objects with the same materials. Newly transported objects must be allowed acclimate at least 24 hours before unpacking. Packing crates must be stored in climate and pest-controlled facility.

Display Limits

Objects on paper and textiles will be limited to a four-month display period at reduced light levels.

Insurance

Objects must be covered under a wall-to-wall insurance policy and against all risks of physical loss or damage from external cause in transit and while housed within the Borrowers facility. The Borrower shall provide a Certificate of Insurance prior to the shipment of loaned objects.

Care of Objects

Loan objects will be held and returned in the same condition in which the Borrower receives them. They may not be cleaned, repaired, retouched, removed from mats, mounts or frames, or altered in any way whatsoever except with the written permission of The MarinersøMuseum. The loan objects may not be subjected to technical examination of any type without written permission. No loaned object may be withdrawn from the exhibit and stored without the consent of The MarinersøMuseum.

Environment

The Borrower will undertake the responsibility to maintain constant and adequate protection of the loan objects from exposure to: extreme or deteriorating light, extremes of temperature and relative humidity, insects, or dirt. No food or beverages will be present in areas where loan items are displayed, nor will smoking be permitted in the museum building.

Security

The MarinersøMuseum **may** require that objects be secured by alarm, or exhibited in locked, alarmed cases, or that security mounting is used in the installation of framed objects.

Publication

The Borrower will send two complimentary copies of any book, catalog or checklist published in conjunction with an exhibition to the Museum.

The Borrower may photograph the object for publicity purposes only. All other uses must be approved by The MarinersøMuseum.

Credit Line

The Borrower will credit The MarinersøMuseum as the lender on labels, in catalogues and in publicity connected with the exhibition. The standard credit line shall be as follows: "Courtesy of The MarinersøMuseum, Newport News, Virginia". Additional text will be supplied by the Museum as deemed necessary.

Questions? Contact the Museum's Office of Collections Management at (757) 591-7764