Loan Agreements for Exhibits Materials: Conservation and Preservation Issues

Hosted by ALCTS, the Association for Library Collections & Technical Services
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Overview

- Examine the object for loan suitability
- Evaluate the facilities report of the borrowing institution
- Recommend light levels and environmental conditions mounts
- Estimate the cost for conservation, mounts, and any other special conditions of the loan or shipping
Examine the Object
Evaluate the Facilities Report

What to look for in a Facilities Report:

A concise document describing the Borrower’s exhibition program and facilities. For traveling exhibitions, a separate report should be submitted for each institution.

The report can be organized under eight basic headings:

- The borrower
- The building
- Fire protection
- Security
- Environment
- Handling of lent objects
- Insurance
- Reference (list of past lenders, exhibits)

A standard facilities report may be obtained from the American Alliance of Museums: http://www.aam-us.org/
Exhibition Recommendations

• Lighting recommendations
• Mounting recommendations (will you provide mounts)
Conservation

- Treatment
- Condition Report (photo and written documentation)
- Packing information
Sample

**Condition Report (SAMPLE)**

**Author:**

**Title:**

**Date:**

**Publisher:**

**Call number/Accession number:**

**Dimensions (cm): H x W x D**

**Examiner:**

**Descriptions:**

**Conditions:**

**Housing and Packing:**

**Environmental and Display Conditions:**

**Exhibition Circulation Notes**

**Venue**

**Incoming:**

**Outgoing:**

**Venue**

**Incoming:**

**Outgoing:**
Boxing
Travel Documents

The paperwork that shall accompany every object:

- Original Proforma Invoice
- Copy of Loan Agreement
- Copy of Condition Report
- If a Courier is required, the following shall be added as needed:
  - Borrower information
  - Shipper information
  - Copy of Exhibition History
  - Travel information (such as plane, hotel, stipend, contact information)
  - Preservation Travel Checklist
  - Tips for traveling
Security
Transportation
Storage
Installation
References

• On the Road Again: Developing and Managing Traveling Exhibitions by Rebecca A. Buck and Jean Allman Gilmore
• The New Museum Registration Methods Edited by Rebecca A. Buck and Jean Allman Gilmore
• The Museum Environment, 2nd Edition by Garry Thomson
• Art on Paper: Mounting and Housing Edited by Judith Rayner, Joanna M. Kosek and Birthe Christensen
• Protecting Paper and Book Collections During Exhibition http://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition
• American Institute for Conservation http://www.conservation-us.org/
Questions?