

Loan requests



General requirements

- Requests must be submitted on official letterhead and addressed to the Chief Executive Officer or the curator responsible. They must specify the title, dates, and description of the exhibition, along with the names and contact information of the person making the request and the authorized signatory.
- Loan requests must also contain a detailed list of the objects requested and their respective object numbers.
- Include a detailed description of the borrowing institution (Standard Facility Report) – American Association of Museums recommended format http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf.
- Submit any requests a minimum of six months in advance of the desired receipt date.

Costs (these costs are representative and may be changed without notice)

- If conservation treatments are necessary, the borrower will be charged an hourly rate of \$60 (including labour and condition reports), plus the cost of materials.
- If framing is necessary, the borrower will be charged an hourly rate of \$40, plus the cost of materials.
- Packing and crating, if carried out internally, are billed to the borrower at a rate of \$30 per hour (or \$200 per day), plus the cost of materials.
- Packing and crating, if carried out by a third party, are billed to the borrower, plus a 10% administrative fee or a flat fee, depending on the situation.
- Loan objects must be transported, both from and back to the Museum, by a professional carrier approved by the McCord Stewart Museum. Transportation costs are entirely the responsibility of the borrower (including brokerage fees, if required).
- If mount-making and on-site installation are deemed necessary by the McCord Stewart Museum, these costs shall be charged to the borrower.
- If a courier is deemed necessary by the McCord Stewart Museum, these costs shall be charged to the borrower.

Documents

- A loan agreement drawn up by the McCord Stewart Museum must be signed by the authorized signatory and returned to the Collections Manager in order to make the request official.
- The borrower must purchase a “wall-to-wall” policy to insure the total value of all items loaned and provide a Certificate of Insurance before collecting the items. The policy must name the McCord Stewart Museum as the beneficiary.

Notice

- The McCord Stewart Museum reserves the right to refuse any loan request, in whole or in part.