Department of Anthropology Courier Requirements

The designated courier will be either a NMNH staff member or a contracted individual selected and/or approved by the NMNH Department of Anthropology.

The designated courier will have the full authority to act in the protection of the object(s).

The requirement for a courier will be established and all conditions agreed upon by the Department of Anthropology and the Borrower by the time the loan agreement is signed and accepted.

All courier expenses, including airline tickets, lodging, meals, and all ground transportation will be paid by the Borrower. Current U.S. Government per diem amounts will be used. Any outstanding per diem costs, as well as any courier ground transportation expenses not otherwise covered by the Borrower will be billed to the Borrower at the end of each courier trip. Courier expenses for contracted individuals will be negotiated between the Borrower and the contractor.

The following conditions apply for hand-carried objects:

1) Domestic travel requires a nonstop flight when possible.
2) International travel requires first or business class with the minimum number of stops possible.

The following conditions apply for cargo-hold travel:

1) Domestic and international travel requires a nonstop flight when possible.
2) International flights over 6 hours in length require first or business class.
3) The courier must follow the same route and must accompany the crates when possible.

If the courier must travel by means other than aircraft or fine arts truck (i.e. boat, taxi, bus, or train), the Department of Anthropology may require that the courier be escorted by a representative of the Borrower.

For international loans, the customs broker must make clearance arrangements so that crates or boxes are not opened for inspection at the airport. The broker and a representative of the Borrower must meet the courier at the airport. If arrival is after business hours, special arrangements must be made to lock the cargo in a secure, climate-controlled space.

The Borrower must provide appropriate transportation for the objects and the courier to their facilities. If the courier and objects must travel in separate vehicles, they must travel in tandem.

The courier will examine loaned material as it is unpacked, and a representative of the Borrower should initial all condition reports.

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