Loans of objects from the Department of Anthropology collections are made to non-profit, educational institutions for educational and scholarly purposes. They are not made to individuals or to for-profit institutions.

The Department of Anthropology has adopted a two-stage loan request process intended to help the Borrower in framing their request, and to facilitate the Departmental review and processing of loan requests. This document lists the steps in this process and provides the Borrower with important information about Departmental requirements and procedures for the review and processing of loan requests.

This document pertains only to loan of objects for exhibitions. As a rule, we do not make loans of objects for research purposes. Individuals seeking to conduct research on our collections are encouraged to perform this research at the Smithsonian.

I. THE LOAN PROCESS

Preliminary Loan Request Process

The loan process is initiated with the submission of a Preliminary Loan Request Form. This form requests the following information:

* Date of Shipment/Date of expected Return
* Object List (number of objects with catalog numbers, if known)
* Rationale for Requesting Smithsonian Objects
* Budget and Funding
* Intellectual Justification for the Loan
* Venues for traveling exhibitions
* Facilities Report: AAM General Facilities Report (FR) for all venues including those of venues for traveling exhibitions (if available)

Borrowers are encouraged to submit as much information as possible in this preliminary request as this will greatly facilitate the review of the loan and increase its chances of final approval. Requests that include clear statements of the exhibits themes and intended audience, demonstrate a strong justification for why Smithsonian objects are needed, show evidence of funding for conservation, bracketing, and (as necessary) courier costs, will receive higher priority than those that do not.

Similarly, requests that identify a small number of specific objects will have a stronger chance of being approved than those that request a large number of objects or that have only a vague idea.
of the number or type of objects being sought. See section III, below, on how to access information about the collections and schedule visits to the collections.

Borrowers should also be aware of, and have budgeted for, the considerable costs incurred in the borrowing of objects for exhibition. These costs may include any or all of the following: costs of conservation, mounting/bracketing, insurance, shipping, and courier costs. Activities that should be taken into account when budgeting for loans are discussed below under Section IV with regard insurance, conservation, bracket-making, crating/packing and shipping as well as courier costs.

The preliminary request is submitted by email to our registrar, and then reviewed by relevant Department staff. Preliminary Loan Requests approved after this review will advance to Active Loan Review Status. Borrowers whose requests are declined will receive an explanation as to why their request was declined and, where appropriate, suggestions about other possible lending institutions they might approach or ways in which their requests might be strengthened.

**Active Loan Processing Status**

Preliminary Loan Requests that are approved by our Collections Advisory Committee will be moved to Active Loan Processing Status. Advancement of a request to this status requires that all information requested in the Preliminary Loan Request be completed in full. In particular, a borrower’s object list must be identified by correct catalog numbers and Facilities Reports for all venues must be in place. Borrowers may be specifically asked to expand upon information provided in the Preliminary Loan Request Form.

**Loan Request Review**

Loan requests in Active Loan Processing Status will be reviewed by relevant Departmental personnel (i.e. collections, curatorial, and conservation staff). Careful assessment of the condition and durability of requested objects will be made. Objects deemed too fragile to travel, or which are unavailable for loan for other reasons, may be eliminated from the list of requested objects. Possible substitutions may be requested. Recommendations about bracketing or lighting requirements, shipment, etc. will be formulated.

All exhibit loan requests are also evaluated by the Department Collections Advisory Committee according to a range of criteria. These criteria include: intellectual merit; nature of the proposed venue(s) and audiences; link(s) to Departmental, NMNH, or other Smithsonian Exhibits; size and complexity of a proposed loan in relation to competing requests, physical condition of objects and risks associated with making a loan, and capacity of staff to process the loan. This committee also weighs recommendations made by Departmental collections, curatorial, and conservation personnel regarding the loan.

Based on this assessment this committee may decide to advance the loan to the next stage of the process, may suggest modifications to the list of objects requested or to the conditions of exhibition, or they may at this point decline the request. Decisions of this committee are made
both on the basis of the merits of the loan request, and on the basis of an assessment of other obligations of Departmental personnel at the time of the request. This committee makes these recommendations to the Chair of the Anthropology Department who is ultimately responsible for all decisions regarding loans.

The Borrower will be informed of this decision and will be asked to authorize the conservation treatment review stage of the loan process.

**Conservation Treatment Review**

The Anthropology Conservation Laboratory (ACL) will make a preliminary assessment of the objects requested for loan and will recommend an approved contract conservator. It is the Borrower’s responsibility to obtain cost estimates from the approved contract conservator. The Borrower will enter into an agreement with the contract conservator. This agreement will specify, among other things, that the conservator will perform such conservation services at the ACL, and that the Borrower will pay the conservator directly for such services, with final payment to be withheld until the Anthropology Department confirms in writing to the Borrower that the conservation work has been completed. The ACL must approve of all treatments proposed by the contract conservator. Once a contract conservator has been hired and the contract is signed, no additions or deletions to the object list are permitted.

**Final Loan Approval**

The final Loan Approval Letter, signed by the Borrower and countersigned by our Department Chair, includes the following information:

* Agreement for Outgoing Loans Requiring Insurance form
* Final list of objects by catalog number with insurance values
* Conservation treatment requirements (see information below)
* Requirements for bracketing, environment, packing, courier, transportation, insurance, photo request information (see information below)

Once the Borrower signs the approval letter and the “Agreement for Outgoing Loans Requiring Insurance” agreeing to all stipulations therein, the loan is considered to be approved and formal preparation of the objects and the loan begins.

Objects loaned by the Anthropology Department may not be used for any purpose other than that agreed upon. Objects may not be lent by the Borrower to a third party without the written permission of the Anthropology Department.
II. LOAN PROCESS TIME LINE

Borrowers should be aware that processing exhibition loans is only one of a large number of tasks for which Anthropology Collections and Curatorial staff are responsible. All efforts will be made to process loans as expeditiously as possible, but the borrower should aim to submit the Preliminary Loan Request Form at least 18 to 24 months before the desired shipping date. A long lead time is especially important with large requests or requests that are seeking the loan of fragile, high profile objects in our collections.

III. GUIDELINES FOR OBTAINING INFORMATION ABOUT ANTHROPOLOGY COLLECTIONS

Borrowers must include a list of requested objects in the Preliminary Loan Request Form, preferably by catalog number. A finalized object list will be required to move through all stages of Active Loan Processing Status.

Borrowers can begin their search for relevant objects by searching the Anthropology collections database online. When digital photographs of the objects are available, these are included in the online database.

Borrowers are strongly encouraged to visit the collections while compiling the list of objects they are requesting for loan.

Consultation with an Anthropology Department curator with the relevant responsibilities and expertise is also strongly encouraged.

IV. INSURANCE, CONSERVATION, BRACKET-MAKING, CRATING/PACKING AND SHIPPING - Calculating the Costs of Loans

Exhibit loans may incur considerable costs to the Borrower that must be taken into account from the earliest phases of the loan process. All loans are unique and it is not possible to provide general cost estimates for loans. However, the Borrower should be aware that the procedures discussed below will all incur costs and they should frame their requests with these costs in mind. It is especially advisable that Borrowers have identified funding sources to cover these anticipated costs when they initiate the loan request.

Conservation

The Borrower is responsible for all conservation costs. All conservation work, including condition reports, documentary photography, treatment, and treatment reports, must be contracted for outside the Smithsonian. Please note that contract conservators charge for all time spent on a loan, including producing cost estimates and consulting with curators, designers, bracket makers, and packers. Please note: The Anthropology Conservation Laboratory (ACL) must approve of all treatments proposed by the contract conservator, with final payment to be
withheld until the Anthropology Department confirms in writing to the Borrower that the conservation work has been completed.

Mount-making

The Borrower is responsible for the cost of constructing any necessary special mounts or brackets for objects. The Anthropology Department may require that such mounts be constructed at NMNH by a professional mount maker approved by the ACL. The ACL will assist the Borrower in identifying an approved professional mount maker. **Please Note: All mount/bracket designs must be approved by the ACL and fabricated at the Smithsonian Museum Support Center under ACL oversight. Once approved, mount/bracket designs cannot be altered without ACL approval.** Mounting instructions for objects will be provided by the ACL. The Borrower agrees to follow any special mounting or installation instructions provided by the ACL. The loaned objects will be installed only by experienced personnel approved by the ACL.

Please refer to “Object Bracketing and Mounting Requirements”, on page 5 of the Conservation and Exhibition Guidelines.

Crate-fabrication and Packing

The Borrower will be responsible for the cost of crate-building and packing objects by contractors approved by the ACL.

Please refer to page 7 of the Conservation and Exhibition Guidelines for packing requirements.

Transportation

All transportation costs (carrier, customs brokerage, freight forwarding, additional security, etc.) associated with shipping from and to the Department of Anthropology will be borne by the Borrower. Transportation should occur by the safest and most direct means possible, and must be approved in advance by the ACL. The use of a customs brokerage firm is required to coordinate the shipping of all international loans and may be required for certain domestic loans.

Courier and Courier Costs

As owner of the material to be lent, the Anthropology Department retains the right to require that a loan be accompanied by an Anthropology Department staff courier (or outside contracted individual) and that unpacking, mounting, installation, de-installation, and repacking be supervised by the courier at the Borrower’s expense. **The Borrower will be responsible for all courier costs and any and all unforeseen expenditures required to assure the safe transport and installation of the loaned material as well as the transport of the courier. In addition to a courier, certain high value objects may require the use of federal marshals as an escort.** In this case, the Smithsonian will provide the services of the federal marshals and the Borrower will be responsible for all expenses associated with their travel.

Please see the document Department of Anthropology Courier Requirements.
Care/Preservation

The Borrower will comply with all special handling instructions required by the Anthropology Department as designated in the Conservation and Exhibition Guidelines. Unless specifically arranged in advance, the Borrower may not carry out scientific examination of the objects without written permission from the Anthropology Department. The Anthropology Department reserves the right to inspect the objects and/or use of the objects at any time.

Security after Installation

Objects must be displayed in closed, secured cases. Additional security in the form of locks, alarms, or security screws may be required on cases.

Please refer to page 2 of the Conservation and Exhibition Guidelines for security requirements.

Loss or Damage

Should loss or damage occur while in transit, during unpacking, packing or installation, or while on display, regardless of who is responsible, it must be reported immediately by telephone, fax or e-mail to the Anthropology Conservator or Loan Coordinator, followed by a written report accompanied by photographs. The Borrower may not carry out conservation without the permission of the Anthropology Conservator. If conservation is necessary, the Borrower will be responsible for the complete cost. Should any incident occur with regard to a borrowed object, whether or not damage is apparent, the event must be reported immediately, and in writing to the Anthropology Conservator.

Insurance

The Department of Anthropology requires that all loans be insured by the Smithsonian, with the cost of the premium billed to the Borrower.

Please see Insurance Requirements for Outgoing Loans.

Permits

The Department of Anthropology, NMNH adheres to all federal and international permit requirements. If the loan contains wildlife specimens, or any object made with parts of plants or animals, regardless of the type of object or its age, all federal and international wildlife permits must be obtained. This requirement includes, but is not limited to, objects made from or including such materials as ivory, bone, feathers, shell, furs, and hides. Multiple permits may be required for shipment and possession.

Loans requiring these permits will not ship until the permits have been received by the Department of Anthropology. Borrowers must submit any required information for permit one
year in advance of shipment. The Department of Anthropology is not responsible for any delays or costs incurred due to the permitting agencies failure to issue a permit by the requested shipping date. The Department of Anthropology cannot allow borrowers, shippers or brokers to apply for permits using the Smithsonian name. The Smithsonian is responsible for applying for all permits required by the United States Government. Any permits required by foreign governments are the responsibility of the Borrower.

Shipments must be made through a federally designated wildlife port. A customs broker will be required to help plan shipments and aid in the process of clearing the shipment through customs.

V. TERMS OF THE LOAN

Following consideration by the Anthropology Collections Advisory Committee and approval by the Chair, the borrower will be notified whether or not the loan is approved. If approved, contractors will be contacted to provide cost estimates for conservation services, mounting/bracketing, and crating/packing. Once the borrower approves these cost estimates and all contracts have been signed, the borrower will be provided with a letter of approval from the Chair specifying the conditions of the loan. Included with the letter will be an “Agreement for Outgoing Loans Requiring Insurance” and an itemized list of insurance values. Once the approval letter and loan agreement form are signed, no additions or deletions to the object list are permitted. Objects loaned by the Anthropology Department may not be used for any purpose other than that agreed upon. Objects may not be lent by the Borrower to a third party without the written permission of the Anthropology Department.

An administrative loan fee is charged to international borrowers at the rate of $200 per object. Domestic borrowers are not charged the administrative loan fee. For international borrowers, an invoice for the administrative loan fee, payable on receipt, will be included with the loan approval letter.

Loans are generally not made for a period of more than two (2) years. Requests for renewal must be made in writing to the Chairperson, Department of Anthropology, and be received at least thirty (30) days prior to the expiration of the loan agreement. Requests for loan renewals should be accompanied by condition reports, photographs of the objects on exhibit, and a formal letter explaining the reasons for the request of a renewal. Such requests will be considered by the Anthropology Collections Advisory Committee. In some instances, temperature and humidity data for the exhibit cases or a site visit by our conservator may be required.

The Borrower agrees to return the loan only to the Anthropology Department, by the date specified in the signed loan agreement, unless other arrangements are agreed to in advance by the Anthropology Department. Updated condition reports and accompanying photographic documentation must be returned with the loan objects.

The Anthropology Department reserves the right to recall the loan for any reason, and requires return of the loan within three weeks of the date the Borrower receives written notification of the recall.
V. EXHIBITION CREDIT LINES, PUBLICITY & REPRODUCTIONS, CATALOGS, AND PRODUCT DEVELOPMENT

Exhibit Labels

The label of exhibited objects should include the following credit line: "Department of Anthropology, Smithsonian Institution" accompanied by the object’s catalogue number.

Publicity and Reproductions

Objects may be photographed for Condition Reports. Permission for any other use, such as a publication (see below), or printed or electronic promotional materials, must be received in writing from the Department of Anthropology. If the Borrower receives permission to make photographs for the purpose of an electronic or print publication or publicity, the Anthropology Department requests one set of labeled photos for its records. Photography or filming by the public of the object on display shall not be permitted. Appropriate signs to that effect should be displayed in the exhibit area. Subjecting objects to any artificial or natural light beyond that agreed upon for display purposes, requires separate permission from the Anthropology Department.

Photographic requests are processed through the Smithsonian Photographic Services office. A completed Permission Request Form is required for publication of Smithsonian Institution photographic materials, and reproduction and usage fees are charged. See our website for more information on photo permissions and fees.

Product Development

No products incorporating or based on the borrowed material shall be produced without approval of the Smithsonian Office of Product Development and Licensing.

Catalogue/Publication/Research Findings

If a publication accompanies the exhibition, the Anthropology Department requests three copies. If you are planning to publish Smithsonian photographs or other images of Smithsonian collections, please refer to the Guidelines for Photographic Use.

If published, the object label should include the following credit line: "Department of Anthropology, Smithsonian Institution" accompanied by the object’s catalog number. A report of research findings must be provided to the Anthropology Department at the conclusion of a loan made for research purposes, regardless of whether or not a formal publication results.

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