

OUTGOING LOAN PROCEDURES

1. Penn Museum must receive a formal letter of request to borrow objects from the collections. This letter should be addressed to the Director and copied to the Registrar's Office who will be responsible for processing it for approval by the necessary departments. The letter should include:
 - a) information about the proposed exhibition or project,
 - b) the location where the exhibition or project will occur,
 - c) the proposed loan dates,
 - d) the proposed exhibition title if available,
 - e) a list of the objects requested including names and accession numbers, or an indication of the type and quantity of objects requested,
 - f) a facility report of the location/venue.
2. Penn Museum attempts to assist with as many loan requests as possible. Due to the volume of loan activity and the need to coordinate with other departments and outside resources, a minimum of 12 months for domestic loans and 18 months for international loans from the receipt of the formal letter of request is required for the processing of a loan. Large domestic loans, involving 25 or more objects, may require more than 12 months' advance notice. The more advance notice we receive the better our ability to process your loan request.
3. A facility report from the borrowing institution(s) involved must be submitted to the Registrar's Office for review before the loan can be approved. This should be accompanied by a floor plan of the building and/or gallery, and recent environmental readings for the display area in which loan objects would be displayed.
4. If the loan is approved, Penn Museum's loan agreement will be issued by the Registrar's Office for the appropriate signatures at the borrowing institution. It is the policy of this institution to use Penn Museum's loan agreement as the sole binding contract for all outgoing loans. The signed loan agreement and a certificate of insurance in the amount indicated on the loan agreement must be received by the Registrar's Office before the loan objects can leave Penn Museum.
5. A loan fee is charged for all loans to cover administrative and incidental costs. Additional fees for necessary conservation work, mount making, packing materials or services, and shipping will be invoiced to the borrowing institution. The borrowing institution is responsible for courier costs and arrangements.
6. All conservation work, mount making, and packing arrangements will be undertaken by Penn Museum staff, or firms they designate. All such work will be coordinated by the Registrar's Office and any exceptions must be approved by them.
7. The loan process and approval of all loans is coordinated by the Registrar's Office. Any questions or concerns and all correspondence regarding a loan or loan request should be directed to:

Registrar's Office
Penn Museum, 3260 South Street
Philadelphia, PA 19104
Telephone: 215.573.9635; E-mail: registrar@pennmuseum.org