



# Smithsonian Institution

National Museum of Natural History, Department of Anthropology

## Conditions for Exhibition Loans

Loans of objects from the Department of Anthropology collections will only be made to non-profit, educational institutions for educational and scholarly purposes. The Department does not loan items to individuals or for-profit institutions. This document lists the steps in the Department of Anthropology's loan 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 the loan of objects for exhibition.

### I. GUIDELINES FOR OBTAINING INFORMATION ABOUT ANTHROPOLOGY COLLECTIONS

Borrowers can begin their search for relevant objects by searching the online Anthropology collections database (<https://collections.nmnh.si.edu/search/anth/>). When available, digital photographs of the objects have been included in the online database. Borrowers are strongly encouraged to visit the collections while compiling the list of proposed objects. Consultation with the appropriate curator is also strongly encouraged. Collections staff can provide contact information.

### II. THE LOAN PROCESS

All efforts will be made to process loan requests as expeditiously as possible, but borrowers should aim to ***submit the required documentation no later than 18 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 or high-profile objects.

A ***Preliminary Loan Request Form***, ***General Facility Report*** for all venues, and a copy of the borrower's ***Fine Art Insurance Policy***, if applicable, should be sent to the Department of Anthropology Registrar, Allison Butler ([butlera@si.edu](mailto:butlera@si.edu)). Once all forms have been received, the loan request will be considered official.

Borrowers are encouraged to submit as much information as possible in the preliminary loan request as this will greatly facilitate the review of the loan. Requests that include clear statements of the exhibit's themes and intended audiences can provide a strong justification for lending Smithsonian objects, as well as the inclusion of clear evidence of funding for conservation, bracketing/mount making, insurance, packing and crating, shipping, and courier costs.

The Anthropology Conservation Laboratory (ACL), in conjunction with the appropriate Anthropology curator, will make a preliminary assessment of the requested objects. Objects

deemed too fragile to travel, or those that are unavailable for loan, may be eliminated from the list of requested objects. Potential substitutions may be requested. Finally, the request will be reviewed by the Department of Anthropology's Collections Advisory Committee (CAC), which meets 5 times per year.

The CAC evaluates all loan requests according to a range of criteria. These criteria include but are not limited to: intellectual merit; dates of exhibition; cultural sensitivity; number of objects requested; value of objects; material concerns (e.g. CITES and/or Nagoya Protocol); the nature of the proposed venue(s) and audience(s); associations with Departmental, NMNH, or other Smithsonian exhibits and/or research; size and complexity of the proposed loan; physical condition of objects and risks associated with the loan; and capacity of staff and contractors to process the loan. The CAC makes a recommendation of approval or rejection to the Chair of the Department of Anthropology, the Associate Director for Science, or the Director of NMNH for final approval.

The Borrower will be informed of the final decision in writing. If the loan has been approved, a Loan Agreement will be sent to the Borrower for signature. Once received, a countersigned copy will be returned to the Borrower. The Borrower will then need to send exhibition plans and case designs in order for the Department of Anthropology to begin compiling quotes from contractors for conservation, mount making, and packing and crating. Once all quotes have been received and signed by the Borrower, contractors may begin work.

Objects loaned by the Department of Anthropology 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 Department of Anthropology. Sampling or 3D digitization of loaned objects is forbidden unless permission has been sought in the initial loan application.

### III. CALCULATING THE COST OF LOANS

Exhibit loans may incur considerable costs to the Borrower that must be considered from the earliest phases of the loan process. ***Since all loans are unique, 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 for the Borrower to have identified funding sources to cover these anticipated costs when they initiate the loan request.

#### **Loan Fees**

There are no administrative loan fees.

#### **Conservation**

The Borrower is responsible for all conservation costs. Conservation work includes but is not limited to: condition reports, documentary photography, treatment, and treatment reports. Please note that conservators charge for all time spent on a loan, including producing cost estimates and

consulting with curators, designers, mount makers, and packers. All work will be performed in an NMNH facility.

The loaned objects will be conserved only by experienced personnel selected by the Anthropology Conservation Lab (ACL). The ACL will decide whether conservation work can be performed in-house or whether it needs to be done by an outside contractor. If conservation can be done in-house, the Department of Anthropology charges \$100 per hour for conservation work. If completed by a contract conservator, all costs for conservation work will be agreed upon by the Borrower and the contract conservator before work begins.

### **Mount-making**

The Borrower is responsible for the cost of constructing any necessary special mounts or brackets for objects. The Department of Anthropology requires that such mounts be constructed at NMNH by a professional mount maker approved by the ACL. Mounting instructions for objects will be provided by the ACL, and 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.

### **Crate-fabrication and Packing**

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

### **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**

The Department of Anthropology retains the right to require that a loan be accompanied by a courier, and that unpacking, mounting, installation, de-installation, and repacking be supervised by the courier at the Borrower's expense. *In addition to the presence of a courier, certain high value objects may require the use of a federal marshal 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.

The designated courier will be either an NMNH staff member or a contracted individual selected and by the Department of Anthropology. The designated courier will have the full authority to act in the protection of the object(s).

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. Courier expenses include but may not be limited to airline tickets, lodging, meals and incidentals, and all ground transportation. Current U.S. Government per diem amounts will apply. Any outstanding courier costs 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 domestic travel:

- 1) Domestic travel requires a nonstop flight when possible.
- 2) Business class tickets are required when the courier is traveling with objects.
- 3) Coach class tickets are acceptable when the courier is not traveling with objects.
- 4) The courier must follow the same route and must accompany the crates when possible.

The following conditions apply for international travel:

- 1) Domestic and international travel requires a nonstop flight when possible.
- 2) Business class tickets are required when the courier is traveling with objects.
- 3) International flights over 6 hours require business class tickets.
- 4) Coach class tickets are acceptable only when the courier is not traveling with objects and the flight is under 6 hours.
- 5) 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 art 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 from the airport 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.

**Insurance**

Wall-to-wall, all-risk fine art insurance subject to standard inclusions must be carried for the duration of the loan. A copy of the Borrower's Fine Art Insurance Policy needs to be provided to the Registrar with the *Preliminary Loan Request Form* when the loan request is made. The

Borrower's insurance policy will be examined by the Department of Anthropology and the Smithsonian Office of Risk Management before being approved.

In certain cases, the Museum may require insurance under the Smithsonian's comprehensive, all-risk policy, with premiums billed to the Borrower. The cost of the premium is based on the total value of the object(s) and the duration of the loan. The Department of Anthropology will arrange for the insurance coverage, and the Smithsonian Office of Risk Management will send the Borrower an invoice for the costs. A copy of the Smithsonian Certificate of Insurance will be sent to the Borrower upon request.

#### **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 Registrar and ACL, 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 regarding a borrowed object, whether or not damage is apparent, the event must be reported immediately and in writing to the Anthropology Registrar and ACL.

#### **IV. OTHER REQUIREMENTS**

##### **Exhibit Text**

The Department of Anthropology reserves the right to examine and approve any exhibit text associated with our objects.

##### **Care/Preservation**

The Borrower will comply with all special handling instructions required by the Department of Anthropology as designated in the *Conservation and Exhibition Guidelines*. Unless specifically arranged in advance, the Borrower may not carry out scientific examination of the objects, including 3D digitization, without written permission from the Department of Anthropology. The Department of Anthropology 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. Please refer to the "Security" section in the *Conservation and Exhibition Guidelines* for security requirements.

##### **Permits**

The Department of Anthropology 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 appropriate federal and international 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. 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. 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.

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.

### **Photographic Usage**

All requests for images of the borrowed material should be directed to the Department of Anthropology. Limited photographs/filming may be permitted for the purpose of promotion of the exhibit, provided prior approval is obtained from the Department of Anthropology.

If you are planning to publish Smithsonian photographs or other images of Smithsonian collections, please refer to our website, <https://naturalhistory.si.edu/research/anthropology/collections-and-archives-access/rights-and-reproductions>. If you have additional questions about photographic usage, please contact Barbara Watanabe, (301) 238-1335, [watanabb@si.edu](mailto:watanabb@si.edu).

No products incorporating or based on the borrowed material shall be produced without approval of the Smithsonian Office of Product Development and Licensing, (202) 633-2049, [RightsManager@si.edu](mailto:RightsManager@si.edu).

## **V. TERMS OF THE LOAN**

Loans are not made for a period of more than five (5) years. Requests for renewal must be made in writing to the Registrar, 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 and/or a site visit by our Conservator or Registrar may be required.

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

The Department of Anthropology reserves the right to recall a loan for any reason, and requires return of the loan within three weeks of the date the Borrower having received written notification of the recall.

**Reminder:** Please send a completed *Preliminary Loan Request Form*, a American Alliance of Museums General Facility Report for each venue, and a copy of your Fine Art Insurance Policy (if you plan to use your own insurance) to Anthropology Department Registrar Allison Butler ([butlera@si.edu](mailto:butlera@si.edu)), and Collections Manager David Rosenthal ([rosenthd@si.edu](mailto:rosenthd@si.edu)), in order for the loan request to be considered.

Please submit the required documents no later than **18 months** in advance of the anticipated ship