

CULTURE Loan Policy

The Culture Department will consider loan requests for objects to be used in off-site exhibitions, displays, or research. Requests are considered on a case-by-case basis and approval is contingent upon the structural stability of the objects; cultural sensitivity of the objects in question; security, atmospheric, and exhibition conditions at the borrowing facility; insurance, crating, transportation, length of exhibition, and courier considerations, the Burke Museum needs for the object(s); staff time available for processing loan requests; and the scholarly and/or educational worthiness of a given exhibition, display, or research.

1. Objects in the Culture Collections will not be lent for use as decorative items at public gatherings, nor are they available for commercial purposes, or for lectures outside of the Burke Museum.
2. Outgoing loans from the Department will be for a specified period of time subject to at least annual (or bi-annual) review. The loan may be renewed with the approval of the relevant Curator one month prior to the originally specified return date. The museum reserves the unconditional right at its sole discretion to revoke the loan at any time.
3. Loan requests for off-site exhibitions should be submitted in writing to the appropriate Curator with a copy to the Collections Manager no less than six months prior to the borrower's desire date of delivery. Objects for use in the Burke Museum should be requested of the Department on at least one month in advance of intended use. No one other than the Department may authorize off-site or in-house Culture loans.
4. For off-site exhibitions the appropriate Curator will consult with the Collections Manager and Registrar and will advise these staff members of loan approvals or refusals. The Division Curator and Collections Manager will consult on in-house loans. Access to in-house loan objects will be given by the Collections Manager to the Exhibit Division staff only after all documentation is complete.
5. All approved loans for off-site exhibit are subject to the administrative fee of \$100/object. International loans are subject to a fee of \$300/object. Objects must be displayed in approved cases, unless arrangements have been agreed upon in writing in advance of the loan. In addition, the borrower is responsible for any conservation costs deemed necessary to prepare objects for shipment and exhibition. Fees must be settled before objects can be released; checks should be made payable to the Burke Museum. Borrower may request loan fee waiver upon special need.
6. Prior to Burke Museum approval, any borrower must provide satisfactory evidence of its ability to properly insure, secure, and transport loan items. All loan-related expenses (crating, transportation, insurance, couriers, staff expenses, appraisals, etc.) are the responsibility of the borrowing institution unless other explicit arrangements have been made in advance. The Burke Museum requires a standard facilities report from the borrower, and all arrangements for crating, transport, display, etc. must have Burke Museum approval.
7. The Collections Manager will process loan agreements, certificates of insurance, and any additional paperwork concerning outgoing loans and their transportation. The Collections Manager will confirm crating, shipping, and transportation arrangements with the borrower and any contract participants. The Collections Manager will facilitate the safe movement and packing of loans, and will prepare a Condition Report for each item upon its departure and return.
8. No loans will leave the Burke Museum until all necessary paperwork is signed and in the possession of the Collections Manager.
9. The borrower shall contact the Collections Manager at least two weeks prior to the expiration of the Loan Agreement to arrange for the return of all loans. Borrower shall pack items for travel with the same care and precaution used by the lender. Any damage to a loan object must be reported immediately upon discovery by the borrower to the Collections Manager. Borrower will not transfer possession and no repairs, adjustments, alterations, or any conservation actions may be made to any loan items by the borrower without written authorization from the Burke Museum.
10. All loans will be governed by the stipulations set forth in the Loan Agreement and/or elsewhere in writing by the Burke Museum. It is the borrower's responsibility to become familiar with those stipulations.
11. No objects loaned by the Burke Museum may be photographed or reproduced in any manner without separate written permission from the appropriate Curator at the Burke Museum.
12. All loans must be properly credited as indicated in the Loan Agreement.