

Smithsonian Institution

National Museum of Natural History, Department of Anthropology

**Preliminary Loan Request Form**

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

Please submit the required documents at least **18 months** in advance of the anticipated ship date.

**Institution / Borrower Details**

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| **Institution** |  |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Phone** |  |

**Proposed Shipping Date for the Loan.** Please indicate if this is a firm or approximate date.

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**Date of Expected Return of Loaned Objects.**

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**Number of Objects Requested.** Please indicate actual number, if known, or estimate.

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**Object List.** Please list, by catalog number if known, the objects being requested. We understand that it may be difficult or impossible for prospective borrowers to generate a specific object list using only the online database. Therefore, we encourage in-person visits to our collections when selecting objects for potential loans. Please note that in most cases we discourage loan requests for more than 20 objects.

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 **I have searched through the** [**Anthropology Collections Databases**](http://collections.nmnh.si.edu/search/anth/) **and confirm that the catalog numbers (if available) are correct** (please initial).

**Rationale for Requesting Smithsonian Objects.** Please provide the rationale for borrowing these particular Smithsonian object(s). In addition, please indicate whether other repositories have been contacted about borrowing objects that could substitute for those being requested from the Smithsonian.

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**Budget and Funding.** Conservation, condition reporting, photography, bracket making, packing, shipping, courier costs and insurance can be costly. Please indicate whether your institution has funding for this loan along with the amounts that have been budgeted for the various services.

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**Intellectual Justification for the Loan.** Please provide a description of the exhibition project, the intended audience and the anticipated impact.

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**Venues for Traveling Exhibitions.** If the planned exhibition will travel, please indicate the number of planned venues and, if possible, provide a list of the venues.

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**Facility Report.** Please indicate whether an AAM General Facilities Report (GFR) for exhibitions is available (including all venues for traveling exhibitions). An electronic version of all venues’ GFRs will be required in order to complete a loan request.

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**Fine Art Insurance Policy.** Borrowers who wish to insure objects under their own insurance coverage must submit a copy of their Fine Art Insurance Policy listing any deductibles and exclusions. If the Borrower’s policy is not approved by the Smithsonian Office of Risk Management, the Borrower may be required to purchase coverage from the Smithsonian. Please indicate below whether you wish to use Smithsonian insurance or your own.

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**Other NMNH Departments or Smithsonian Museums**.Please indicate whether you intend to borrow objects from other NMNH Departments and/or other Smithsonian Institution museums, and if so, please list the departments and/or museums below.

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**I have read and understand** the NMNH Department of Anthropology *Conditions for Exhibition Loans* document (please initial).

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**I have read and understand** the NMNH Department of Anthropology *Conservation and Exhibition Guidelines* document (please initial).