



Outgoing Loan Policy

The American Civil War Museum (ACWM) considers it a part of its interpretive mission to make available pieces from its permanent collection for temporary loan to other qualified institutions. Loans are made based upon the condition of the item requested and the borrowing institution's ability to meet industry standards in the care, protection and interpretation of materials. The ACWM places its internal exhibition and program schedules ahead of requested loans and does not typically lend materials out of its current exhibitions.

All loan requests are subject to the following procedures, fees, conditions, and loan requirements. All loans are approved or denied by the Museum Collections Department. Loan requests must be sent to the ACWM Registrar and will be evaluated by the appropriate curatorial staff prior to review by the Museum Collections Department. The formal written loan agreement will be provided by ACWM and signed by the borrowing institution prior to the loan.

I. LOAN REQUESTS

1. Loans must be requested in writing, on institutional letterhead by a member of the professional staff.
2. Loan requests should be for specific items and explain the loan purpose as specifically as possible.
3. The borrowing institution should state the intended use of the loaned.
4. Formal loan requests must be received at least three (3) months prior to desired date of transfer. Rush fees will be applied for loans received with less than three-month notice to desired date of transfer. (*see section II. Loan Fees*)
5. The formal request should include:
 - Exhibit title, exhibition dates and loan period dates, other loan venues (if applicable).
 - Scope of the exhibition to include how the ACWM's objects would enhance the exhibition.
 - List of object(s) with object ID/accession numbers, if known.
 - A current AAM General Facility Report.
 - A floor plan diagram indicating general receiving, preparation, storage and exhibition location of the loan object(s).
6. The ACWM does not approve loans to uncompleted building projects.
7. The Museum's curatorial staff will not approve a loan request until a facility report is received and all questions regarding said facility report have been satisfactorily answered.

II. LOAN FEES

1. Borrowing institutions are charged loan fees, and per object annual renewal fees.
2. Borrowing institutions will be charged a Loan Administration Fee of \$300.00 for each loan, in addition to a per object loan fee.

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3. Clothing items will be loaned only on museum quality clothing mounts provided by the ACWM. A clothing mount deposit of \$100.00 for each mount will be applicable.
4. Loan Fees of \$150.00 per object and \$200.00 per clothing item will be invoiced when loan forms are mailed.
5. Loan Renewal Fees of \$150/\$200 per object will be invoiced upon annual renewal, if applicable.
6. Loan Rush Fees of \$350.00 may be applied for loan requests received with less than 3-month notice to desired date of transfer.
7. Fees for traveling exhibitions are as follows: a \$300.00 Loan Administration Fee and a \$150.00 per object fee per venue; all traveling loan fees are to be paid by the organizing institution.

III. GENERAL LOAN CONDITIONS

1. The Borrower will provide constant security, smoke detection and fire suppression for loaned objects, including protection against water damage, theft and vandalism.
2. The borrower will maintain constant protection of the loan objects from exposure to extreme or deteriorating light, extremes of temperature and relative humidity, insects or dirt.
3. The borrowing institution will ensure that no food or beverages will be allowed within 15 feet of loaned objects. The borrowing institution will ensure that no open flames will be present in areas where loaned objects are located, nor will it permit smoking in these areas.
4. Condition reports for all objects will be provided by the ACWM. The Borrower will make a complete condition report of each object when they are unpacked, and send the condition reports to the attention of the ACWM's registrar. Condition reports will also be completed prior to repacking and returned with the objects.
5. The borrowing institution will hold loaned objects and return them in the same condition they were received. They may not be cleaned, repaired, retouched, removed from mats, mounts or frames, or altered in any way except with the prior written permission of the ACWM.
6. Loaned objects may not be subjected to technical examination of any type without prior written permission of the ACWM.
7. The borrowing institution must have appropriate professional staff to handle loaned materials. No handling of the loaned objects by unauthorized or inexperienced persons or the public is allowed.
8. Untrained staff, volunteers or interns may not handle loaned objects.
9. No loaned object may be withdrawn from its exhibit or stored without the prior written consent of the ACWM.
10. Loaned objects must be unpacked, handled and repacked only by qualified members of the borrower's staff. In some cases, the ACWM may require that packing, unpacking and installation be carried out by ACWM staff at the borrower's expense.
11. The borrower will retain the original packing materials and must repack the loaned objects with the same materials, unless instructed otherwise. Loans must acclimate for 24 hours before unpacking. Packing boxes and crates must be stored in a clean, pest-free, temperature controlled area while in the care of the borrower.
12. The ACWM requires that an ACWM approved art shipping company be used to transport loan object. For traveling exhibitions, the borrowing institution must notify the ACWM registrar of specific transit dates between all exhibition sites. In addition, the ACWM's registrar is to be notified in writing of all venue and/or scheduling changes.

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13. The borrowing institution is expected to cover all costs associated with the preparation, framing, packing, crating, transport, insurance, and record photography of loaned materials.
14. Unless otherwise indicated by the Museum, the Borrower will provide complete "all-risk", "wall-to-wall" insurance coverage from the time the loan objects leave the Museum's premises until they are returned to the Museum's premises. Borrower will provide an insurance certificate naming the American Civil War Museum as additional insured before loan objects are shipped to the Borrower.
15. If a loaned object is damaged in transit, while being unpacked, in preparation for exhibit or while on exhibition on the borrower's property, the borrower will immediately call the ACWM registrar and follow up with a written report and photographs of the damage. No restoration, repair, cleaning, or alterations of any kind will be conducted without the ACWM's prior written permission.
16. All exhibition gallery work (carpentry, painting, etc.) must be completed before objects can be installed. All display cases for loaned objects must be stable, weighted or affixed to the floor, ensuring the object is protected from vibration and knocks.
17. The ACWM may request detailed drawings and photographs of exhibition cases and mounts for approval, prior to installation.

IV. ADDITIONAL LOAN REQUIREMENTS

The ACWM has adopted the following additional requirements to further safeguard the collections and minimize handling of our collections while on loan to other institutions.

1. Loans are made for up to one-year intervals, and may be considered for annual renewals for no more than three years.
2. Longer loan terms may be considered if the borrowing institution has underwritten significant conservation of the loaned item.
3. Institutions requesting the loan of ACWM's collections objects must have automatic fire suppression and 24-hour security dispatch, in addition to other environmental and security systems. (*see V. Environmental Conditions*)
4. Borrowing institutions are required to cover any necessary conservation of loaned materials.
5. Flags must be conserved and framed prior to being considered for loan, if the flag has not already been conserved.

V. ENVIRONMENTAL CONDITIONS

The borrowing institution must provide all loaned objects with a stable environment and environmental controls that operate 24-hours a day throughout the loan period. The borrowing institution must adhere to the following minimum conditions:

- Temperature will be maintained in the range of 68-74° F.
- Relative humidity must be maintained in the range of 45-60%, with 50-55% considered optimal. Variation within a 24-hour period may not exceed +/- 10%.
- Lights must be UV filtered and turned off during non-public hours.
- In general, light levels must not exceed 15 foot-candles. For highly sensitive objects, such as works on paper, textiles, photographs, dyed or painted leather, light levels must not exceed 5 foot-candles.

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VI. PHOTOGRAPHY AND REPRODUCTION

1. Publication or reproduction of loaned materials is not allowed without the express written consent of the ACWM.
2. The borrower may not photograph, photocopy or digitally capture images of the loaned objects without prior written permission from the ACWM, except to document the artifacts for the ACWM's loan files and unless the borrowing institution must document damage to the object(s) while in its custody.
3. Images or copies of loaned objects may not be reproduced in any form including, but not restricted to, press releases, social media, exhibit catalogs, product development, or advertising without prior written permission from the ACWM.
4. Only ACWM produced photographic materials may be used for exhibition catalogs, publicity, archival records, and educational displays in conjunction with the exhibition. These are obtained from The American Civil War Museum, Photographic Services, 490 Tredegar Street, Richmond, Virginia 23219.
5. The borrower must credit "American Civil War Museum, Richmond, Virginia" as lender on each artifact label, in the catalog, and in publicity connected with the exhibition.
6. The borrower must send two complimentary copies of any book, catalog or checklist published in conjunction with the exhibition to the ACWM.
7. Borrower will provide photographs of installed objects and copies of press releases, news articles to the ACWM for its loan files.

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