

LOAN CONDITIONS

A. Conservation

The Kelsey Museum must be satisfied that the objects are in stable condition and capable of traveling. The Borrower must be able to ensure the preservation of the objects and to provide for their security. Any conservation costs incurred in preparing artifacts for loan will be borne by the Borrower. The Borrower or their agent may perform no conservation treatment on Kelsey Museum artifacts without the express written consent of the Kelsey Museum.

B. Object Display Mounts

The Borrower will be charged on a time and materials basis for mounts that are constructed for the express purpose of the loan. All mounts remain the property of the Kelsey Museum and re to be returned at the close of the loan. Should the Borrower wish to provide their own mounts as part of an exhibition design, they may be constructed by the Borrower in consultation with the Kelsey Museum Conservator.

C. Shipping of Objects and Courier Requirements

The Borrower will bear all shipping and crating costs. Shipping arrangements must be approved by the Kelsey Museum and shall be arranged through the Office of the Registrar. Loans may require shipping by climate-controlled carriers and an accompanying courier. Couriers will be Kelsey Museum staff or approved agents. Courier travel and per diem costs will be paid by the Borrower.

D. Photographs

If new photography is required, the Borrower should consult with the Registry when submitting their loan application.

E. Insurance

The Borrower will be assessed the premium if the Kelsey Museum maintains insurance through the University of Michigan Office of Risk Management. If the Borrower elects to maintain separate coverage, Certificate of Insurance coverage for a wall-to-wall Fine Arts policy must be supplied.

F. Loan Fees

In order to cover the expenses for preparation of outgoing loans, the Kelsey Museum will assess a fee. The fee is \$25.00 per object for in-state institutions and \$50.00 per object for out-of-state institutions. In addition, the borrowing institution will assume the costs of packing, packing materials, shipping, and courier fees. No loan fee will be assessed for museums that maintain a reciprocal agreement with the Kelsey Museum.

Borrower's signature (please print name also)

Title_____

Date_____

Address_____

Telephone_____