



Museum of New Mexico

Museum of Indian Arts & Culture
Laboratory of Anthropology

OUT-LOANS

Conditions*

*(*Excerpted from the Museum of New Mexico Collections Policy re: Short Term Out-Loans, approved by the MNM Board of Regents May 20, 1999)*

The Museum of New Mexico shall transact loans for scholarly and educational purposes with non-profit institutions such as museums, libraries, and universities. All necessary stabilization treatments must be completed before an object may be loaned. The unit registrar is responsible for all outgoing loans once approvals have been completed.

Out-loans without specific exemptions will be made for a term of one year or less. No objects shall leave the Museum without clear, visible accession or catalogue numbers; detailed condition reports; proof of insurance; and photographs documenting physical condition at the time the loan is processed. Condition reports and documentary photographs shall be updated upon return of the object.

The criteria for evaluating out-loan requests include:

1. the availability of the object.
2. the ability of the Museum staff to process the loan without placing undue strain on staff and with sufficient lead time (6 months – 1 year in advance).
3. the condition report on the object made by an approved conservator taking into account the potential impact of the loan on the object and the ability of any conservation treatments to be completed before packing and travel.
4. the value of the object to the collection, and the potential impact of damage or loss to the collections.
5. the appropriateness of the request to the nature of the object.
6. the positive impacts of the loan.
7. the ability of the borrowing institution to provide best museum practices in the care, handling, security, environmental conditions, and lighting of the object, as well as any special conditions specified by the curator or conservator in charge.

The borrower will provide:

1. a facilities report documenting conditions at the facility.
2. all financial liabilities incurred by the loan, including (but not limited to) insurance, photography, conservation, framing or mounting, crating, packing, shipping, installation, and return

Procedures

Any party interested in initiating a loan of material from the Museum should first consult with the appropriate curator or collections manager on the Museum's *staff* to determine whether or not the specific item(s) are part of our collections and are available for loan.

Once availability is determined, the borrower must make a formal written request addressed to the appropriate curator, on his or her own institutional letterhead, requesting the loan. Some institutional affiliation is required, as the Museum cannot make loans to individuals, only to institutions. The written request should include the following information:

- ✓ a specific description of the materials requested for loan, including Museum catalog numbers and/or the archaeological site from which collected, if applicable.
- ✓ a description of the purpose for which the materials are to be used while on loan (e.g., exhibit, analysis, educational program).
- ✓ the name of the individual who will be responsible for the loaned materials and act as the institutional contact for the Museum's Registrar. If the loan is requested by a university, this should be a tenured professor.
- ✓ the approximate date of origination and the anticipated duration of the loan.

In addition, the Museum's Collections Committee may request that the borrower complete a Standard Facility Report, supplied by our Registrar.

All loan requests must be considered by the Museum's Collections Committee, which meets twice monthly. Please allow at least one month for consideration of loan requests, as the Committee may request additional information. The Committee may require a conservation assessment of materials before they can be loaned, which could will add another month or more to the process. Petitioners will be notified of approval or refusal of their requests as soon as a decision is made.

Loan requests may be mailed or faxed to the attention of the appropriate staff member at:

Museum of Indian Arts and Culture
Museum of New Mexico
P.O. Box 2087
Santa Fe, NM 87504-2087

Fax Number: (505) 476-1330