

Don't Be a Shark: Lending and Borrowing Objects to Further Your Mission

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NATIONAL MUSEUM
OF THE UNITED STATES AIR FORCE™

Loaning Your Objects

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National Museum of the USAF

Collection Management

6 Oct 2023

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Loaning Your Objects



- **Why have loans?**
 - **Furtheres your mission**
 - **Gets the word out**
 - **Shares your collection**





Loaning Your Objects

- **Who can you loan to and who should you loan to?**
 - Museum ethics dictates that you will loan to organizations that fit your mission
 - Not-for-profits?
 - Historical organizations?
 - Schools – display VS consumptive use?
 - For profit businesses?
 - Private individual?





Loaning Your Objects

- **What requirements will you have for borrowers?**
 - Clear loan terms
 - Security, mounts, cleaning, environmental
 - Timeline – how much lead time do you need?
 - Administrative costs
 - Insurance
 - Traveling exhibits



Loaning Your Objects

- **What should you loan?**
 - **Stable objects**
 - **Items with clear ownership**
 - **Objects you do not have a use for during the loan period**
 - **Suggest non-hazardous items**
 - **No asbestos, mercury, radiation, explosives, etc. . .**

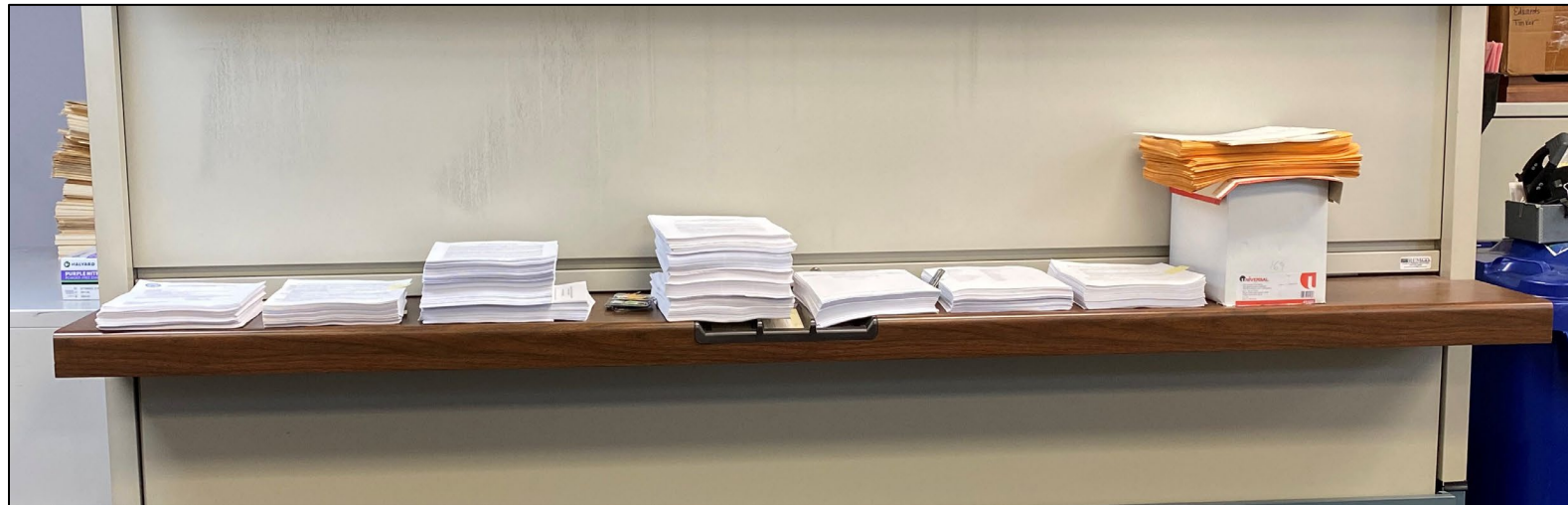




Loaning Your Objects



- **Institutional Loan Program – Is it for you?**
 - Ad hoc or programmed?
 - Identify responsible party to manage loans and document, document, document!





Loaning Your Objects



- **Object Transportation**
 - **Who is allowed to transport the object?**
 - **Commercial shippers?**
 - **Couriers?**
 - **Staff?**
 - **Volunteers?**
 - **Have the appropriate people at your organization been notified that the object is leaving?**
 - **Have the appropriate people at the receiving end been notified that the object is arriving?**



Loaning Your Objects

- **When it all goes wrong**
 - **Loss of item due to bad recordkeeping or ‘It’s 10pm. Do you know where your children are?’**
 - **Loss of item due to theft or disaster**
 - **Insurance**
 - **Damage to item due to mishandling, vandalism, or inappropriate cleaning**
 - **Insurance**

Don't Be a Shark: Lending, and Borrowing Objects to Further Your Mission

Part II: The Borrowing

Jason Crabill, Executive Director
Decorative Arts Center of Ohio
October 6, 2023





DECORATIVE
ARTS
CENTER
OF OHIO
Reese-Peters House

Mission and Vision

- *Vision: To enrich the human experience through the arts with inspiration, passion and imagination.*
- *Mission: To engage our community through innovative, stimulating exhibitions; to deliver an arts education curriculum that unleashes possibility and imagination; to preserve and showcase the architecture and collection entrusted to our care.*

Exhibitions

FEBRUARY 4 – APRIL 23, 2023

FLOWER POWER

Flora in Fashion



THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION
AND HUMAN ECOLOGY

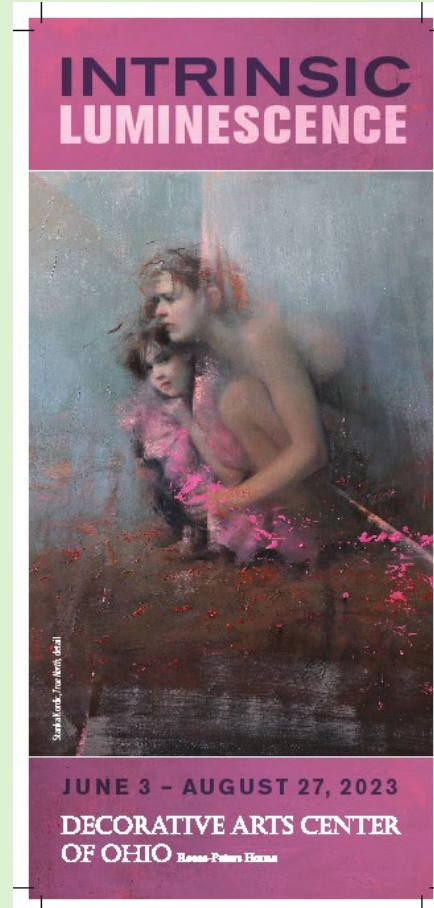
Presented in partnership with the Historic Costume & Textiles Collection at The Ohio State University
With support from the Fox Foundation, Inc.

DECORATIVE ARTS CENTER
OF OHIO
Reese-Peters House

Ohio Arts COUNCIL

FREE ADMISSION: Wednesday–Friday, 11am–4pm; Sat & Sun, 1–4pm
145 E. Main St. | Lancaster, Ohio | 740-681-1423 | www.decartsOhio.org

INTRINSIC LUMINESCENCE



JUNE 3 – AUGUST 27, 2023

DECORATIVE ARTS CENTER
OF OHIO
Reese-Peters House

SEPTEMBER 30 ~ DECEMBER 31, 2023



IT'S AN HONOR TO BE HERE

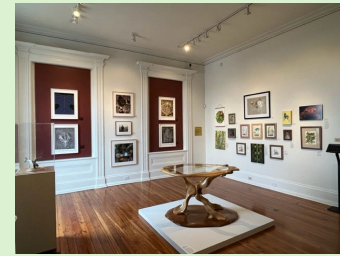
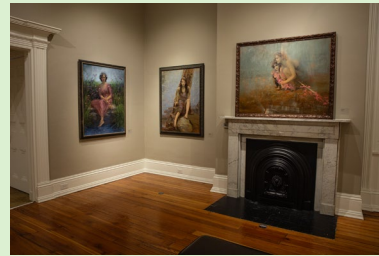
OHIO NATURE ARTISTS IN THEIR NATURAL STATE

CURATORS
MARIA BURKE &
MADELINE BEAUMIER

DECORATIVE ARTS CENTER OF OHIO
REESE-PETERS HOUSE

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Exhibitions

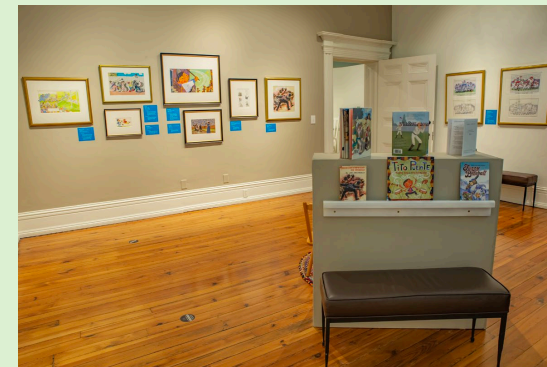


The Borrowing – Incoming Loan Considerations

- Types of Lenders
 - Large Institutions
 - Small Institutions
 - Businesses
 - Creators
 - Collectors

The Borrowing – Incoming Loan Considerations

- Lender Expectations
 - Facilities Report
 - Security Status
 - Insurance Coverage
 - Etc.
 - Loan Fee
 - Loan Agreement
 - Condition Reports
 - Shipping
 - Reasonable timeline
 - Communication





The Borrowing – Incoming Loan Considerations

- Facilities Report

- The AAM Standard Facility Report provides the opportunity to record the latest information about an institution's physical specifications and staff practices. The streamlined standard form expedites the exchange of information critical to lenders and insurers.
- TL;DR – it lets the lender know you meet the requirements to take care of their objects while in your space. COMPREHENSIVE.
- Covers:
 - General Info
 - Building and Construction
 - Environment
 - Fire protection
 - Security
 - Handling and Packing
 - Insurance
 - Loan History
 - Legal and Signatures



The Borrowing – Incoming Loan Considerations

- Insurance Coverage
 - Covered in Facilities Report
 - Talk to your insurance agent



The Borrowing – Incoming Loan Considerations

- Loan Fees
 - Not there to make it harder to borrow objects
 - Covers staff time, object prep, needed conservation, care of objects
 - Can vary wildly by lender, but MOST lenders are pretty reasonable



The Borrowing – Incoming Loan Considerations

- Loan Agreement
 - Legal document that sets the terms of the loan
 - Like a temporary deed of gift
 - Lists objects and details
 - Dimensions, description, insurance value, etc.
 - May be supplied by lender or borrower
- Condition Reports
 - Done during install and deinstall
- Shipping
 - Varies depending on lender and situation

DECORATIVE ARTS CENTER OF OHIO
Reese-Peters House

LOAN AGREEMENT

The Decorative Arts Center of Ohio at the Reese-Peters House
345 East Main Street, Lancaster, OH 43130
Tel: (740) 681-1423 Fax: (740) 681-2713 info@decorativeartscenterohio.org

Exhibition Title: Washdyr: The Art of Looking Back

Exhibition Dates: January 29 – April 24, 2022

Duration of Loan: January 17 – week of May 09, 2022

Lender: Danae Arboretum

Mailing Address: 2770 Indiantown Rd., Newark, OH 43056

Telephone: (740)325-2255 x1256

Contact Person: Linda Wagner

Exact form of Lender's name/credit for exhibition labels and publications: The Danae Arboretum

To arrive at Borrower's premises no later than January 17 at per duration of loan listed above.

Object Description:

Date	Title/Description	Artist/Maker	Media (Year)
	Painting, <i>House of Ephraim Coffey</i>		Sida Bosworth (1895-1990)
Dimensions:	19" x 24"	Insurance Value:	\$45,000

Please note any condition issues:

143 East Main Street
Lancaster, Ohio 43130
Tel: (740) 681-1423
Fax: (740) 681-2713
www.decorativeartscenterohio.org

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CONDITIONS

1. Unless the Borrower is notified in writing to the contrary, it is understood that this loan(s) may be photographed under videorecording and reproduced for catalogs and publicity purposes associated with this exhibition, for educational purposes, and for noncommercial television programs.
2. The work(s) shall remain in the possession of the Borrower for the time specified in the Loan Agreement. Loans may be withdrawn from the exhibition at any time by the Borrower. The work will be returned only to the Owner or Lender at the address in the Loan Agreement unless the Borrower is notified in writing to the contrary. If the legal ownership of the work(s) shall change during the period of the loan, whether by means of death, sale, inheritance, gift, or otherwise, the new Owner may, prior to its return, be required to establish his legal right to receive the work(s) by proof satisfactory to the Borrower.
3. The Borrower will insure the work well to suit, under a fine arts policy, for the amount specified in the Loan Agreement by the Lender, against all risk of physical loss or damage from any external cause while in transit and on location during the period of this loan. The Borrower's fine arts policy contains the usual exclusions for loss or damage due to war, nuclear, gradual deterioration, theft, vandalism, and inherent vice, and for any damage sustained due to mold resulting from any leaks, water, condensation, or mold/moisture process. The Lender agrees that, in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the insurer, hereby releasing the Borrower and the Trustee, Conservatorship, Officers, agents, and employees of the Borrower from liability for any and all claims arising out of such loss or damage. In works which have been industrially fabricated, and can be replaced to the artist's specifications, the Borrower's responsibility shall be limited to the cost of such replacements.
4. If the Lender chooses to maintain his own insurance, the Borrower must be supplied with a certificate of insurance naming the Borrower as additional insured or writing indemnifying against the Borrower. If the Lender shall fail to supply the Borrower with such a certificate, this Loan Agreement shall constitute a release of the Borrower from any liability in connection with the work(s). The Borrower cannot accept responsibility for any error or deficiency in information furnished by the Lender's insurer or for any lapses in coverage.
5. It is understood that the work(s) will not be cleaned, restored, or otherwise altered without the consent of the Lender. In the event that the work(s) is altered in any way, the Borrower will notify the Lender immediately by telephone and subsequently in writing.

Signature of Lender: Linda Wagner Date: 1/14/22

Signature of Borrower: [Signature] Date: 1/14/2022

Please sign and return one copy, retain one copy for your files. Mail to:

Jana Czekel, Executive Director
Decorative Arts Center of Ohio
345 East Main Street
Lancaster, OH 43130

Phone complete when loaned objects are returned, retrieved or shipped:

Signature of Lender: _____ Date: _____

Signature of Borrower: _____ Date: _____

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The Borrowing – Incoming Loan Considerations

- Reasonable timeline
 - Most lending institutions request several months' lead time
 - 6-8 months
 - Allows lending institution to
 - Assess suitability of loan for objects
 - Conservation needs-object prep
 - Paperwork
 - Coordinate logistics
 - Manage unexpected issues
- Communication
 - Be communicative throughout the process
 - Be responsive

The Borrowing – Incoming Loan Considerations

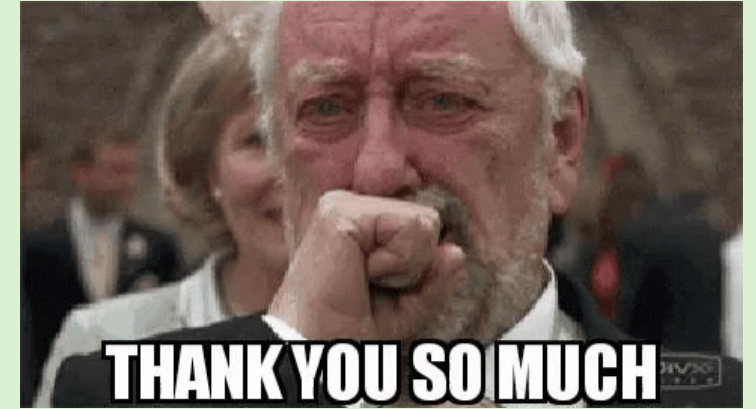
- Other Considerations:
 - Know what you are asking for
 - Best to have a sense of what the potential lender has that meets your needs
 - Talk to the curator, use the catalog
 - Be prepared to do the work to make the ask
 - Try to be consistent
 - Once you make your ask, and the process begins, try to limit your “change orders”
 - Communicate, communicate, communicate

And...

- Don't be intimidated to ask!
- Reach out and have the conversation (you don't get if you don't ask!)
- Most lenders want to make it happen!

Thank You!

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@crabillj
www.decartsohio.org



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