

A Guide to Requesting an Object for Loan



All loan requests must be submitted in writing via email with requesters official signature block and addressed to the Collections Manager.

Written requests must stipulate:

1. If you are not familiar with the medical or health related topic and require assistance in identifying suitable objects and images for the exhibit
2. You have reviewed our collection on-line and have selected items, and can provide accession numbers of the objects requested
3. requested duration of the loan period: date the object/s must be on site for pre-exhibit work and date the item/s can be expected to be returned including time to allow for dismantling and shipping
4. dates and title of exhibit
5. and any other details pertinent to the request should be described in the request.

Conditions Governing Loans from the Museum of Health Care (MHC)

Borrower

Loans are not made to individuals. An eligible entity is an heritage site, museum, historic society, medical educational institution or library.

Schedule

All loans requests will be dealt with as speedily as possible dependent upon other projects currently on the schedule. The turnaround time may be slower if assistance is required to identify suitable objects. Usually a chart of potential objects is sent out for approval and it will depend on how many revisions there are until the final choice of items are chosen.

Insurance

The loan document includes the appraised value of the object going out on loan. The Borrower is responsible for the cost of insuring all borrowed materials from the time they leave the MHC until the time they are returned. Prior to releasing objects for loan, the MHC must receive a Certificate of Insurance showing wall-to-wall coverage from the Borrower.

Conservation

The Borrower is responsible for all conservation costs. If the object requires custom mount making or minor conservation prior to being installed for an exhibit, the Borrower will provide

MHC staff the proposed changes to the object and cannot proceed with the conservation until approval is provided by MHC/

Packing

MHC will be responsible for packing objects by trained in-house staff. In exceptional situations, special packing materials or couriers handling practices will be required and will be at the cost of the Borrower. The Borrower will repack object on loan in the same or similar material. Packing materials should be stored in appropriate facilities for preservation. The Borrower will be responsible for following any special packing and unpacking instructions provided by the MHC. Any alterations to packing must be approved in writing by the Collections Manager. Any damages caused by not following predetermined packing instruction will be at the cost of the Borrower.

Transportation

Prior to shipping out the objects on loan, a discussion on the method of transportation is required. There is a different method of packing required for personally picking up the box/s than sending boxes via a courier. All transportation costs (carrier, customs brokerage, freight forwarding, etc.) associated with shipping from and to the MHC is to be borne by the Borrower. Transportation should occur by the safest and most direct means possible, and must be approved by the MHC in advance. Should a courier be required, the Borrower will be responsible for all of the courier's costs and indicate the correct insurance value.

Care / Preservation

The Borrower will protect objects on loan from fire, theft, mishandling, insects, dirt and extreme variations in light, temperature and humidity at all times. Loans will be handled only by experienced personnel. Object handling will be kept to a minimum. The Borrower will comply with all special handling instructions required by the MHC. Unless otherwise arranged, all objects must be displayed in secure, locked cases. The Borrower will not clean, repair, or alter a loaned object. The Borrower may not carry out scientific examination or loan the items to another party without written permission from the MHC. The MHC reserves the right to inspect the installation and/or use of the objects at any time.

Loss or Damage

Should loss or damage occur to a borrowed object while in transit, during unpacking or packing, installation or de-installation, or while on display, regardless of who is responsible, it must be reported immediately by telephone or e-mail to the MHC Collections Manager or Curator, followed by a written report accompanied by photographs. The Borrower may not carry out conservation without the permission of the MHC. If conservation or repairs are necessary, the Borrower will be responsible for the complete cost. Should any incident occur with regard to a borrowed object, whether or not damage is apparent, the event must be reported immediately, and in writing to the MHC.

Mounting / Installation

No tape, glue, pins, staples, wires or other materials may be placed on or into the objects. The Borrower will be responsible for the cost of constructing special mounts and supports for objects requiring them. Mounting instructions for such objects can be provided by the MHC.

The Borrower agrees to follow any special mounting or installation instructions provided by the MHC. The loaned objects will be installed only by experienced personnel.

Exhibit Label

The object label should include the following credit line: "From the Collection of the Museum of Health Care at Kingston" accompanied by the object's accession number.

Publicity and Reproductions

Objects may be photographed for use within the exhibition space itself or for Condition Reports. Permission for any other use, such as a publication (see below), or printed or electronic promotional materials, must be received in writing from the MHC. If the Borrower receives permission to make photographs for the purpose of an electronic or print publication or publicity, the MHC requests the completion of a Copyright Agreement, provided by the MHC. Photography by the general public is allowed. Subjecting objects to any artificial or natural light beyond that agreed upon for display purposes, requires separate permission from the MHC.

Catalog / Publication / Research Findings

If a publication accompanies the exhibition or results from research, the MHC requires the ISBN # and title of the work. The MHC also requests a copy of promotional materials that contain its objects where possible. If published, the object caption should include the following credit line: "From the Collection of the Museum of Health Care at Kingston" accompanied by the object's accession number."

Loan Fees

There is no administration fees associated with MHC object loans. The Borrower pays for all associated costs for insurance, transportation, object mounts and supports.

Loan Cancellation

Notify MHC staff as soon as possible if the loan request is cancelled, withdrawn or postponed indefinitely by the Borrower.

Recall of Loan

The MHC reserves the right to recall the loan for any reason, and requires return of the loan within three weeks.

Renewal of Loan

Requests for renewal must be made in writing and received thirty days before the expiration of the loan. If more than two renewal requests are made, the loan will be reconsidered by the MHC staff. If an item on loan is scheduled to be loaned to a different site after the expected expiry of the loan, then the loan will not be renewed.

Return of Loan

The Borrower agrees to return the loan only to the MHC, by the date specified in the signed loan agreement.

Title

All objects shall remain at all times with the museum, whether or not the said objects have been damaged and restored or damaged and paid for as provided in these conditions.

Interpretation

In the event of any conflict between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling.

IF I HAVE ANY MORE QUESTIONS WHO DO I CONTACT?

Please contact the Collections Manager at:

Kathy Karkut karkutk@kgh.kari.net
(613) 548-2419