Contact Information

Requested By

Institution

Responsible Official (Borrowing)
Name and Title
Address

Phone Number   **E-mail**

Loan Information (Attach additional pages if necessary)

1. **Requested Loan Period**   6 Months ☐   12 Months ☐

2. **Purpose of Loan** (Exhibit, study, conservation, etc.)

    a. **Description of Purpose**
        Ex: If for exhibit, explain narrative and layout. If for research, describe project and any destructive analysis.

3. **Description of Object(s) Requested**
    Be as specific as possible.

4. **Type of documentation anticipated as a result of this loan?**

Environmental Information (Attach additional pages if necessary)

1. **Describe the security and environmental controls. Be specific.**

    a. **Describe how the object(s) will be displayed or housed.**

    b. **How will access to the object(s) be limited?**

    c. **Type of light object(s) exposed to:** Incandescent ☐   Florescent ☐   UV Filtered ☐
        Check all those that apply.
                                           Sunlight ☐   Halogen ☐   Other ☐

        If other, explain:

    d. **Average temperature and relative humidity (RH) ranges in the room object(s) will be stored**

        Temp. (°F):   -   RH (%):   -   How often are objects monitored:

Environmental Information cont. (Attach additional pages if necessary)

2. **Standard Facility Report by the Registrars Committee of the American Alliance of Museums** **Yes** ☐

   If yes, is the insitutution willing to provide a copy? **Yes** ☐ **No** ☐ **No** ☐

3. **Is the insitution able to insure the object(s) while on loan?** **Yes** ☐ **No** ☐

   If yes, please identify with whom and describe the scope and type of coverage.

4. **Please add additional information that would be helpful in discerning the environment(s) and condition(s) the object(s) will endure while on loan**

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Signature of Borrower's Responsible Official   **Title**   **Date**

The following section is to be filled by the Collection Owner

Please Check One:

I give the Waring Laboratory permission to execute this loan: **Yes** ☐ **No** ☐

I would like to see a detailed inventory of the loan and approve the final release of materials: **Yes** ☐ **No** ☐

Comments:

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Signature of Authorized Collection Owner   **Date**