

AMERICAN MUSEUM OF NATURAL HISTORY

Department of Anthropology

LOAN DOCUMENT

General Conditions

1. Material from the collections of the Department of Anthropology, AMNH, is lent only for the purposes of exhibition and research. It may not be used for any commercial purposes, nor may it be otherwise handled for lectures, demonstrations, entertainment, or use in the media.
2. Loans are normally made for a period of up to 1 year. A special request must be made to renew a loan, and this request is subject to approval by the Department's Loan Committee.
3. Requests for loan material should normally be limited to 15 artifacts. All selections are subject to review by the curatorial and conservation staff.
4. The borrowing institution may not reloan artifacts.

Travelling Exhibitions

1. The institution or organization sponsoring a travelling exhibition must obtain loan approval from the Department for each institution on the itinerary. For this purpose, the Department will furnish the sponsor with copies of its Loan Document.

Fees

1. The Department of Anthropology reserves the right to send staff to a borrowing institution for the purpose of evaluating facilities, accompanying loans in one or both directions, and supervising all aspects of installation and dismantling. The expense of such visits is to be borne by the borrower.
2. The borrower will be charged \$25 per hour for any conservation work judged necessary to prepare material for loan.
3. Loan material will be photographed prior to leaving the AMNH. A photographic fee of \$20 per object will be charged to the borrower, and one set of prints will be supplied with the loan.
4. Insurance evaluations for each loan will be determined by a qualified appraiser. The fee for this service will be charged to the borrower.
5. Loan material will be insured by the AMNH to the full amount of its value. The borrower will be billed for insurance charges by the AMNH Controller's Office.
6. All packing and shipping charges will be paid by the borrower.

Permissions and Credits

1. The following credit line must be displayed with all loan material on exhibition:

Courtesy of the Department of Anthropology
American Museum of Natural History

2. Loan material may be photographed, and photographs may be used free of charge for record and research purposes, and for publicity in conjunction with the specific exhibition for which the material is on loan.
3. Permission to publish photographs of loan material, including publication in an exhibition catalogue, must be obtained directly from the Photographic Collection of the Library of the American Museum of Natural History.
4. AMNH catalog numbers must accompany any published photographs, as well as references to loan material in published texts.
5. Four copies of the exhibition catalogue, if published, must be supplied to the Department of Anthropology, AMNH.
6. No casts or other reproductions of loan material may be made without written permission from the Department of Anthropology, AMNH.

Exhibition Facilities

1. The exhibit area must be equipped with a fire alarm system. A system connecting directly with the Fire Department is preferred.
 - A. Please describe your current fire protection system: _____
Please see attachment Number 1.

 - B. If your exhibit area is not presently equipped with a fire alarm, are you willing to install smoke/heat detectors for the duration of this exhibition? _____
Please see attachment Number 1.

 - C. Is there a sprinkler system in operation? _____
In what areas? _____ Please see attachment Number 1.

2. Guards must be stationed in the exhibit area at all times that the exhibit is open to the public.
 - A. Can you provide enough guards so that loan material is out of view for no more than a few minutes? _____
YES.

 - B. If a guard leaves the exhibit area temporarily, will a replacement be provided? Guards never leave their post until their
replacement arrives.

Exhibition Facilities-cont'd

3. During the hours that museum is closed to the public the exhibit area must be protected by locked doors, electronic security or guards. A combination of these measures is preferred.

A. Please describe your after-hours security system: _____

Please see attachment Number 1.

4. Fully enclosed, secure cases must be provided. Easily dismantled cases, such as light plastic domes secured by a few screws, are not acceptable. All exposed screws must be tamper-proof security screws.

A. If the case construction planned for this exhibition does not fully comply with the above, what do you propose as an alternative?

Our cases are built into walls and it's not possible to remove glass without suction cups. Smaller cases have drilled spanner security screws which is virtually tamper proof.

5. Very large objects for which cases would not be practical must be displayed so that visitors cannot touch them. The guards in the exhibit area should be positioned so that such objects are always in view.

A. If oversize loan material will be on exhibit, please describe the security measures you are planning for it: Guard near object

plus either a very deep platform or apton tubing barricade. We also use

a sensor detector that emits an audible alarm.

6. Daily inventories of AMNH loan material must be taken, one when the exhibit opens and another when it closes for the day. Inventories are to be written, signed and the names of the guards noted. Inventories will be kept as a permanent record until the loan material is returned.

A. Who on your staff will be responsible for taking the daily inventory? Guards and their supervisors make a count both morning and end of day. Curatorial assistants check gallery every day before opening to public.

7. Should loss or damage of loan material occur, the Department of Anthropology, AMNH must be notified immediately upon discovery.

A. During the past 5 years has any material on loan to you been lost, stolen or damaged (please include any major shipping damage)? If so, please describe the circumstances: _____

Please see attachment Number 2.

Exhibition Facilities-cont'd

8. In the exhibit area, relative humidity must be maintained at 50%, as nearly as possible. Temperature must be maintained at 70° F., as nearly as possible. Neither temperature nor humidity in the exhibit area should fluctuate more than 10% - 15% for the duration of the exhibition.

A. Is the temperature/humidity in the exhibit area monitored and controlled? YES.

B. At what level do you normally maintain the relative humidity in this area during the winter? 50% Summer? 48-54%

C. At what year-round temperature are you able to maintain this area?

Spring/Winter/Fall 72 F: Summer 68-74 F.

9. All loan material must be protected against heat buildup and ultra-violet rays from lighting devices.

A. What measures do you normally employ to control heat buildup in exhibit cases? Small cases do not have lights in them so do not heat up. Large wall cases with lights have very high interior with air vents at top to release hot air.

B. To screen out ultraviolet rays? Works on paper exhibited under UV3 plexi with candle power between 8 & 12, delicate objects treated the same candle power. If fluorescent tubes are in some areas which contain art they have arm-a-lite UV sleeves.

10. In the case of certain loans, the Department of Anthropology, AMNH may require additional specific environmental conditions, of which the borrower will be advised.

Shipping

1. All loan material must be packed and transported by a professional art shipper. Arrangements are subject to approval by the Department of Anthropology, AMNH, but must be made by the borrower.

A. Please discuss your plans for shipment of loan material, both to and from your institution: _____

Please see attached Museum packing instructions. Also all arrangements are

discussed with lending institution.

Installation

1. Upon arrival, and until needed in the exhibit area for installation, loan material must be held in a secure storage area conforming as closely as possible to foregoing specifications in regard to environment and fire protection.

A. Please describe your storage arrangements for loan material:

Please see attachment Number 3.

Installation-cont'd

2. Transfers of loan material between storage and exhibit areas must be in closed carts.
3. During installation a guard (or guards) must be assigned to the exhibit area.
4. At no time during installation may loan material already mounted be left overnight in open cases.
5. All unpacking and installing of loan material must be performed by trained and qualified museum personnel only. When loan material is in the exhibit area awaiting installation, a specific staff member must be responsible for each artifact. If he/she leaves the area, this responsibility will be assumed by another staff member.
 - A. Who on your staff will be directly involved with handling loan material (names and titles): Eloise Ricciardelli, Registrar; Harvey Tulcensky, Foreman, Preparators and Installers; Pat Houlihan, Sculpture Conservator.
6. No loan material may be repaired, renovated or otherwise touched up without written permission from the Department of Anthropology, AMNH.
7. Pins, screws, nails, tacks, glue or other mounting materials may not be used in any way that may leave either temporary or permanent marks on artifacts. AMNH catalog numbers may not be removed. The borrower may not write or affix gummed labels with his own numbers on loan material.
8. When installation is completed, any loan material not used for exhibition purposes must be returned immediately to the Department of Anthropology, AMNH.

Dismantling

1. Loan material must be dismantled under identical security and handling conditions as those under which it was installed.
2. At least one week prior to returning loan material, the borrower must notify the Department of Anthropology of the expected delivery date at the AMNH.

I hereby accept the conditions of this Loan Document

Eloise Ricciardelli
Signature Eloise Ricciardelli

REGISTRAR
Title _____
Date October 31, 1983

Name of Institution: _____

The Museum of Modern Art

American Museum of Natural History
Department of Anthropology
Loan Document

Exhibition Facilities

SECURITY/FIRE PROTECTION:

Number 1.

The Museum provides a comprehensive system of fire protection, security, and life safety programs. An early warning fire/smoke detections system, equipped with ionization detector heads and associated controls, is part of an integrated fire/security system. Both systems, intrusion and fire, are multiplex systems and report to a Central Processing Unit through Data Gathering Panels. The systems are monitored in the Console Computer Center, which is manned 24 hour per day, seven days per week, by a Security Supervisor. In addition, automatic wet sprinkler systems, equipped with water flow alarm devices, are located in selected areas. Halon fire extinguishers are positioned in gallery and storage areas as well. The electronic surveillance system complements a Security Guard force which provides personnel coverage 24 hours per day, 365 days per year throughout the Museum.

LOAN MATERIAL LOST, STOLEN OR DAMAGED:

Number 2.

Picasso painting on loan to the Museum

Date of damage: October 28, 1980

Nature of damage: A tiny hole with small raised splinters in the upper right quadrant of the work. Since the puncture was directly above a larger hole in the reverse side of the panel from which a screw eye had been removed, it was assumed that the screw eye was turned in the wrong direction.

INSTALLATION:

Number 3.

The Museum shipping/receiving area consists of 4800 sq. ft. work area, with five tables available for examining works of art. A secure art storage area of 2000 sq. ft., used for storing of loans prior to mounting and installation, contains storage screens, carpeted tills for framed works, and wooden sculpture cabinets with locking glass doors.

The entrance to this work/storage area has a video monitor/buzz lock system and is completely alarmed and accessible only to staff responsible to the Registrar.