

## COLLECTIONS MANAGEMENT AND CONSERVATION A GUIDE TO BORROWING COLLECTIONS

### **Outgoing Collection Loans**

The Canadian Museum of History (CMH) is committed to the diffusion of knowledge through the lending of artifacts, archival material, and specimens of the National and Study Collections to other institutions for the purposes of scholarly research or public exhibition. Qualified museums that are part of the History Museum Network or the Museum Affiliate Program are eligible to borrow objects from the CMH Collection. Other incorporated non-profit Heritage Institutions and Organizations (Museums, Galleries, Archives and Historic Sites) may also be eligible to borrow. All requests are evaluated on a case by case basis against CMH assessment criteria and our primary client groups are prioritized. Loans are not made to individuals.

All efforts will be made to accommodate Loan Requests. The approval of a loan is based on object availability, the size and complexity of a request in relation to museum priorities and capacity limitations, conservation concerns and suitability for travel and display, and the ability of a borrowing institution to meet security requirements and care standards as illustrated in the submission of a Facility Report. The CMH will endeavor to assist the Borrower in meeting requirements whenever possible.

For assistance with researching collections, please search our online database and/or contact a Collection Information Specialist in the Resource Centre.

Loan requests should be submitted by email or in writing to the following address:

### **Director, Collections Management and Conservation**

Canadian Museum of History  
100 Laurier Street  
Gatineau QC  
K1A 0M8

Loan Requests for exhibition purposes should include:

- Exhibition title (working title acceptable)
- Exhibition dates and proposed loan dates
- Brief description of exhibition topic and aims
- List of objects requested, including CMH catalogue numbers
- For traveling exhibitions, a list of proposed venues and dates
- Name and full contact details for the exhibit organizer and/or loans registrar.

Loan Requests for research purposes should include:

- A completed Loan Request For Research form
- Research Proposal
- Proposed loan dates
- List of objects requested, including CMH catalogue numbers

### **Advance Notice**

Borrowing institutions are advised to submit loan requests well in advance of the desired receipt date. We require a minimum of at least (6) months' notice prior to *the anticipated outbound shipping date* for domestic loans and twelve (12) months for international loans. Any loans with 10 or more objects may require more than the minimum advance notice. If a request is not received within the timeframe noted, a rush fee may apply.

### **Loan Fees**

A quote for the loan fees will be provided to the Borrower for their approval prior to any work undertaken. These fees are payable to CMH by the Borrower upon receipt of an invoice which will be issued at the loan commencement date. If a loan cancellation or changes to the object request list occur after any of the services have been completed, the Borrower will be charged for any materials and labour costs incurred.

### **Shipping and Courier Expenses**

The Borrower will assume all costs for transportation and is responsible for making the shipping arrangements with a CMH approved fine arts carrier. Any additional costs related to shipping, including but not limited to customs brokerage, security escorts, crating, and courier or installation fees are also the responsibility of the Borrower. CMH staff travel-related expenses are determined according to Government of Canada Travel Directives.

### **Heritage Canada, Museums Assistance Program**

Canadian Heritage provides financial support to Canadian heritage institutions through the Museums Assistance Program, Exhibition Circulation Fund for borrowing artefact(s) from the Canadian Museum of History or the Canadian War Museum for exhibition purposes. This program accepts applications year-round and the maximum funding is 70% of eligible expenses up to \$15,000 per project. Eligible expenses include: Rental Fees; Packing and Transportation; Installation; Special security costs; Additional insurance; Marketing; and Travel related costs. For more information and to submit an application, please contact: <http://canada.pch.gc.ca/eng/1456325350969>  
Tel: 819-994-1695.

### **Loan Duration**

Most loans may be granted for periods of up to three (3) years with possibility of renewal. Certain collections and/or types of materials may only be lent for shorter periods of time. Loans for archaeological research are limited to 1 year with possibility of renewal. Renewal requests should be made to the Loans Office at least 30 days before the loan expires.

### **Copyright and Reproduction Requests**

Photography, Rights and Reproduction requests are handled apart from the loans process by the Copyright Officer [permission@historymuseum.ca](mailto:permission@historymuseum.ca). Charges for these services are handled exclusively by this department and are independent of other loan costs. If a catalogue is produced for the exhibition containing CMH objects or images, the CMH requests 2 copies for its library.

### **Facility Report**

A current Facility Report for the borrowing institution must accompany all loan requests unless we already have one on file. Facility Reports are valid for a period of 5 years. If you do not have one, a blank copy is available from the CMH Loans Office upon request. The borrower may also be asked to provide copies of exhibition design plans or concepts, display and mount details, monthly hygrothermograph charts or electronic humidity and temperature readings taken from the galleries in which the Artifact(s) are to be exhibited.

For traveling exhibitions, the organizing institution is responsible for providing the CMH with Exhibition Facility Reports and charts for all venues.

### **Insurance**

The CMH will provide insurance values as a component of the loan agreement. The borrower is responsible for insuring the loan with a "wall to wall" policy from the time it leaves CMH to the time it is returned. The Borrower must provide a Certificate of Insurance as proof of coverage before the loan is released from CMH.

### **Loan Agreement and Conditions**

It is standard policy for the CMH to issue its own Agreement for outgoing loans. Two loan agreements will be sent to the Borrower once the loan has been approved and the conditions established. A signed copy must be returned to CMH before the anticipated outbound shipping date. The CMH will not release a loan unless a signed agreement is in place.

**Please send your request, questions or comments by email, fax or regular mail to Loan Services.**

Tel: 819-776-8469

Fax: 819-776-8300

[loan@historymuseum.ca](mailto:loan@historymuseum.ca)