



## Outgoing Exhibit Loan

### Emily Carr University of Art + Design: Library + Archives

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#### Loan Policy and Procedures

As part of its effort to support scholarship and learning, Emily Carr University Library + Archives lends items from its collections for temporary exhibition. Materials are loaned to institutions that meet the conditions stated in the University Loan Agreement form and/or the institution's own outgoing loan agreement. Items are not loaned to individuals.

Loan requests will be evaluated on the basis of the following criteria: physical condition of the item(s); facilities and program of the borrowing institution, including appropriate qualifications of staff; anticipated need of the item(s) for Emily Carr University research, teaching and exhibition purposes; availability of staff to process the loan request.

The Emily Carr University Library + Archives does not assess a loan fee or charge for staff time associated with lending materials. Because loans must be balanced with other priorities, we are able to consider requests only for a limited number of items.

An authorized representative of the prospective borrowing institution must submit a letter of request six months in advance of the anticipated shipping date. The request letter should include the following information:

1. The title of the exhibition, the name and credentials of its curator(s), and a brief description of its purpose and scope.
2. A full description of each item to be borrowed.
3. An indication of borrower's willingness to conform to the conditions of the loan and requirements for safe transportation of the item(s) set by ECU Library + Archives.
4. In addition to the request letter, the borrower should prepare a brief document describing the borrowing institution's exhibition program and facilities. The report should include the following details:
  - a) State full name of the institution, address, and fax and telephone numbers. Briefly describe the nature of the institution. Indicate size of the staff and name(s) of the staff member(s) in charge of the exhibition.



- b) Indicate date and type of building construction, size of the exhibition space, and its location within the building
- c) Describe in detail the fire detection and fire extinguishing/suppression system.
- d) Describe how items on exhibition will be properly safeguarded against theft or damage.
- e) Indicate the range of temperature and relative humidity in the exhibition areas and the areas for packing and storage. Describe the lighting in the exhibition area.
- f) Describe the borrowing institution's fine arts insurance coverage and give the name of the insurer and broker.

### **Loan Agreement Form**

It is the responsibility of the borrowing institution to provide a Loan Agreement Form.

Emily Carr University Library + Archives will provide a written condition report for each item to the borrowing institution, prior to delivery and packing of the items, and then ask the borrower to make appropriate transportation arrangement. The borrower must pay for everything, including the packing and shipping.