



The NMAH Loans Policy specifies that all costs incurred by the conduct of a loan are the responsibility of the borrowing institution. Specifying the needs of each loan and determining the costs to meet those conditions can be a complex process requiring the input of trained and experienced museum professionals. However, the NMAH has developed over time a wealth of data relating to the cost of preserving, packing, shipping, and mounting museum collections within the context of our loans and exhibition programs. This document offers a guide for identifying and projecting possible costs for an upcoming loan based on past experience and average costs.

The costs we pass along, even when obtained from vendor quotes, are only estimates and do not represent an obligation to pay the NMAH. Borrowing institutions are responsible for engaging in contracts with approved vendors who can provide services as specified by the NMAH. When we provide estimates to borrowing institutions, we are doing so as a courtesy to facilitate the loan. The NMAH does not recommend one vendor over another, much less to dictate with whom borrowing institutions should work. The vendors whose information we pass along are qualified and approved by the NMAH. Others chosen independently by the borrowing institution will require vetting by NMAH professional staff. In all circumstances, the NMAH will identify the requirements for preservation, approve the methods of mounting and securing collections, and prescribe the method of shipment.


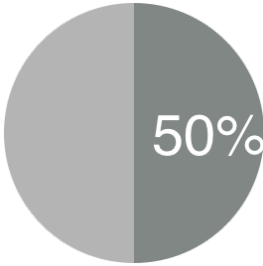

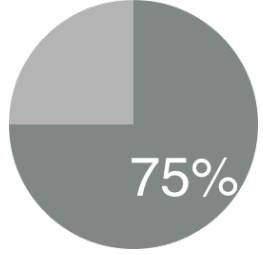

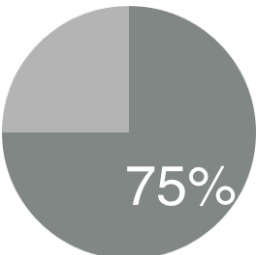
All costs indicated below are for one-way care and travel only. Borrowing institutions will be required to return collections to the NMAH and should anticipate paying the return shipping costs.

How to use this document

The costs indicated below represent average costs over a period of the last 5 years. There can be many variables contributing to expenses within a given loan that may indicate vastly different estimated costs. When estimating the cost of your loan, if there is a conflicting number, you should assume the higher cost when making your calculations. In the conduct of loans outgoing from the NMAH, we work to minimize costs through efficiency at every opportunity. However, for budget planning purposes, when there are two options, you should assume the highest indicated costs. For example, when shipping a small box to California – you should not base your estimate on the estimated cost for a small box (\$1000) when the likely cost is actually reflected in the distance travelled (\$5700).




Borrower Conservation Costs










Conservation costs vary by artifact type (3-D, Paper, Textile), materials, condition, and display requirements. The time and costs estimates below are to give the borrower a sense of the funds needed for the conservation and display of NMAH artifacts. Average conservation treatment and exhibit preparation time estimates are based on data from the last 5 years of actual treatment and exhibit preparation times. Conservation treatment costs are based on the Washington DC area's private conservator's current average hourly rate of **\$125**. Be aware that some of the objects will take less time than the average and some more, depending on the object's complexity, condition, and materials. We frequently require conservation of materials in order to ensure stability of the collections in the changing environments under which loans occur.

		<p>6 Hours \$750</p>	<p>3 Hours \$375</p>
<p>3 Dimensional Objects</p>	<p>50% of objects require treatment</p>	<p>Conservation Treatment</p>	<p>Mounting for Exhibition</p>
		<p>4 Hours \$500</p>	<p>Passpartout on the wall \$330</p> <hr/> <p>Backed and wrapped in a case \$25</p>
<p>Paper Objects</p>	<p>75% of objects require treatment</p>	<p>Conservation Treatment</p>	<p>Mounting for Exhibition</p>
		<p>10 Hours \$1250</p>	<p>Mounted on a mannequin \$3300</p>
<p>Textile Objects</p>	<p>75% of objects require treatment</p>	<p>Conservation Treatment</p>	<p>Mounting for Exhibition</p>

Borrower Packing and Shipping Costs

Packing and shipping costs also vary greatly by object type, size, and distance travelled. Our professional Object Processing staff work closely with curators, collections managers, and conservators to understand the particular vulnerabilities of collections object in transit. They work closely with the Loans Program to evaluate the context of the shipment and the capacity of the borrowing institution. With these considerations in mind, they will recommend optimal methods for packing, handling, and shipping collections. The matrix below represents average vendor costs for packing and shipping loans over 5 years across a matrix of method of shipping, size of object, and the distance the object must travel. These costs represent the cost of delivery only. Shipping costs should be expected to double for planning complete loan costs.





		
\$900	\$2400	\$1200
Average Cost per object	Average Cost per Loan	Average Cost of a Crate

Method of Shipping	 Commercial Carrier (FedEx) \$1000	 Art Shuttle* \$2100	 Hand Carry \$3300
Size of Object	 Fits in a Breadbox* \$1000	 Mannequin form \$3300	 Wagon \$10,100
Distance from NMAH	 East Coast/Regional* \$1600	 Midwest \$2800	 West Coast/International \$5700

* Most common method, size, or distance

Examples for estimating costs

The following scenarios are provided as an example of how you should use this document.

Object	Loaned to:	Conservation and Mounting	Packing and Shipping	Total Estimated Cost
 Microscope	London	\$1125	\$5700	\$6825
 Poster	Iowa	\$830 (hung on the wall)	\$2800	\$3630
 Uniform	New York	\$4550	\$3300	\$7850
 Wagon	Ohio	\$1025	10100	\$11125

How to estimate costs

The costs indicated above represent average costs over a period of the last 5 years. There can be many variables contributing to expenses within a given loan that may indicate different estimated costs. When estimating the cost of your loan, if there is a conflicting number, you should assume the higher cost when making your calculations. For budget planning purposes, we recommend potential borrowers should assume the highest indicated costs.

Detailed conservation cost estimation information

Three-Dimensional Artifacts:

Of all the 3-D artifacts requested for loan, 44% are withdrawn from the request due to costs or display requirements, 27% need conservation treatment, and 29% do not.

Conservation Treatment: For 3-D objects needing conservation the average treatment time is six (6) hours, at an average cost of \$750 per object.

Exhibit Preparation: Most 3-D artifacts do not need exhibit preparation, but a good portion may need to have padded brackets for display. Most brackets are made by the Borrower's bracket maker. If NMAH needs to make brackets, the contractor's (conservator or bracket-maker) charges will be additional to the treatment costs.

Paper Artifacts:

Of Paper artifacts requested for loan, 40% are withdrawn from the request due to costs or display requirements, 50% of artifacts need conservation treatment and/or exhibit preparation and 10% do not.

Conservation Treatment: For Paper artifacts needing conservation the average treatment time is four (4) hours, at an average cost of \$500 per object.

Exhibit Preparation: All flat Paper artifacts need exhibit preparation, either in the form of a Passe-partout or to be Backed and Wrapped. For artifacts to be framed and put on the wall, a passe-partout is required. For artifacts displayed in gasketed exhibit cases, most can be backed and wrapped. Highly sensitive objects may need to be displayed in an exhibit case with a passe-partout.

The Passe-partout provides an enclosed, stable display environment package for flat paper artifacts. A Passe-partout is made of UV Filtering Plexiglas, 4 or 8 ply window mat and backing board, Coroplast back, Marvelseal polyethylene/aluminum barrier and sealed edges with Marvelseal tape. Some objects may also require Microchamber paper and/or a humidity buffering agent (silica gel, Art-Sorb, etc.). The estimated material cost of an 8" x 11" document sized passe-partout is \$150. A 28" x 28" passe-partout is estimated to cost \$330.

The Back and Wrap also provides a protective enclosure for paper artifacts. Back and Wraps have the artifact placed on an archival mat and wrapped with Mylar that is attached to the back of the mat. A second mat is attached to the back of the first. This second mat can be attached to display board or the back of an exhibit case. The estimated material cost of an 8" x 11" document sized back and wrap is \$25.

Parchment and Vellum, those materials made from animal skins, require a passe-partout with a humidity buffering agent for display.

Photographs also require a passe-partout and may also require Microchamber paper and/or a humidity buffering agent.

Once the object has returned to NMAH, the estimated time and costs for removing artifacts from passe-partout or a back and wrap is approximately ½ hour per artifact at \$65.

Three-dimensional paper based artifacts may have other exhibit preparation costs. Their costs will be determined at the time of a condition assessment and depends on the artifact and its display needs.

Textile Artifacts:

Of all the Textile artifacts requested for loan, 51% are withdrawn from the request due to costs or display requirements, 36.5% of artifacts need conservation treatment and/or exhibit preparation, and 12.5% do not.

Conservation Treatment: For Textile artifacts needing conservation treatment the average time is ten (10) hours, at an average cost of \$1,250 per object.

Exhibit Preparation: Flat Textiles: Almost all flat textiles will be mounted on a fabric covered padded board. The conservation treatment and exhibit costs vary by the artifact's size, its materials, condition, and display requirements. Obviously a 9' x 17' flag in poor condition will need more work and take more time than a 2" x 6" Mourning Ribbon. Costs will be estimated at the time of the condition survey.

Costumes: All costumes are displayed in a historically accurate manner, on forms that fully support the costumes and are part of our preventative conservation program. All costumes must be exhibited in a gasketed exhibit case.

Determining the costs for displaying costumes has many variables. The costume itself, its age, condition, type of fabric, construction, size, accessories, whether it needs treatment, and the complexity of the mounting, all have bearing on the cost.

One costume could be a relatively simple 20th century basketball jersey or a complex 18th century dress or uniform that contains many accoutrements, such as shoes, socks, pants, belt, shirt, vest, jacket, medals, epaulets, and a hat. Obviously, less complex costumes in good condition will take less time and have a lower cost than complex costumes in poor condition. All eighteenth and nineteenth century costumes, and twentieth century costumes that fit tightly to the body, e.g. speed skater skins, and some theatrical costumes, take more time and therefore have higher costs.

The average treatment and exhibit preparation time needed for costumes is 20 hours, at a cost of \$2,500. The materials and supplies used to create a form for display includes a mannequin or Ethafoam, batting, stockinet, and a finishing fabric that covers the exposed areas of the mannequin. These materials cost roughly \$800. The average cost for displaying a full costume totals approximately \$3,300.

We prefer to ship costumes on their display forms. This lets the Borrower place the costume directly into their exhibit case. However, some costumes cannot be shipped that way due to their construction or condition. These costumes are carefully packed in a costume box and shipped in a crate. At the Borrower's location they will need to be dressed onto the display form. We require someone with experience dressing costumes to perform that work. A conservator on staff or contract conservator may be able to do this work. If not, our conservator may have to courier, install, and deinstall the costume. The Borrower will have to pay for all travel expenses.

Conservation Billing

The Borrower is informed of all estimated costs and must agree to pay for the work before it begins. We work with numerous private conservators who bill the Borrower directly. If wanted, we can usually supply several private conservator's contact information. More often, we arrange for a private conservator to perform the work, at its completion they invoice the Borrower. Before work begins we put the Borrower and Private Conservator's in touch with each other so they can establish a working relationship.