



NMAH Loan Application

Date of Request: _____

A complete, official request to borrow objects from the accessioned collection of the National Museum of American History requires a formal request letter, the submission of all information on this form, and the attachment of all requested documents. Please submit this completed form and documents via email to NMAHLoanProgram@si.edu at least 8 months before objects are required to ship. Requests submitted without all required information cannot be reviewed. If this is a travelling exhibition, please attach tour schedule, design information, and facility reports for each venue.

v20170606

Museum and Exhibition Information

Requesting Museum	Point of Contact
Address _____	Title _____
City _____	Phone Number _____
State _____	email _____
Zip Code _____	
Country _____	

Purpose of Loan _____

Exhibition Title	Exhibition Venue	[add additional sheets per venue]
Exhibition Begin Date _____	Will the objects be in	
Exhibition End Date _____	a case?	_____
Loan Begin Date _____	Can the case be	
Loan End Date _____	conditioned separately?	_____
Do you have Active	Do you have a	
Fire Suppression? _____	conservator on staff	
	for installation?	_____
What is the gallery's	Do you have 24 Hour	
6-month Temp range? _____	Monitored Security?	_____
What is the gallery's	What is the gallery's	
6-month RH range? _____	lowest light level?	_____

Objects Requested
[NMAH XG ID]

Use information provided by NMAH on object information sheets
[Object Title/Name]

Loan Costs

I have reviewed the NMAH Average Loan Costs document.

Based on NMAH-estimated info, my anticipated shipping costs are: _____

Based on NMAH-estimated info, my anticipated mounting/ conservation costs are: _____

Do you plan to use your institution's insurance coverage or do you plan to purchase coverage under the Smithsonian Institution's Policy? _____

Required Attachments

Please submit all attachments as pdfs

Request Letter

Object Information
Sheets

Facility Report

Environmental
readings

Exhibition Design

Case Layout

Insurance Policy

Objects requested for loan will be available no sooner than eight months from the submission of a complete request. The costs above are only estimates, more accurate estimates will be available after the request is initially reviewed within the next six weeks. Final costs will not be available until the completion of conservation survey by NMAH staff. I understand that all costs of the loan must be borne by the borrowing institution. I have reviewed the NMAH Loans Policy and understand the conditions and requirements for borrowing from the NMAH.

Authorized Requestor

Date of request