

## Loan requests – general information

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### Pre-conditions:

- An official request on letterhead addressed to the Executive Director or to the curator responsible. Be sure to include the date, title and description of the exhibition as well as contact information for the person making the request and for the authorized signatory.
- A detailed list of the items requested including the accession number.
- Installation report (Standard Facility Report – the AAM recommended format: [http://sceti.library.upenn.edu/dreyfus/docs/Standard\\_Facility\\_Report.pdf](http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf)).
- Allow for a minimum 6 month delay between the date we receive your request and the delivery date.

### Costs: these costs are representative and can be changed without notice

- If conservation treatments are necessary, you will be charged an hourly rate of \$60 (including labour and condition reports), plus the cost of materials.
- If framing is necessary, you will be charged an hourly rate of \$40, plus the cost of materials.
- Packing and crating costs, if carried out internally, are billed to the borrower at a rate of \$30 per hour (or \$200 per day) plus the cost of materials.
- Packing and crating costs, if carried out externally, are billed to the borrower plus either a 10% administrative fee or a flat fee, depending on the context.
- Transportation of loan objects must be carried out by a professional carrier approved by the McCord Museum. Transportation costs are entirely the responsibility of the borrower (including brokerage fees if required).
- If mount-making and on-site installation are deemed necessary by the McCord Museum, these costs shall be charged to the borrower.
- If a courier is deemed necessary by the McCord Museum, these costs shall be charged to the borrower.

### Documents:

- A loan agreement drawn up by the McCord Museum must be signed by the authorized signatory and returned to the Collections Manager in order to make the request official.
- An insurance certificate covering “wall-to-wall” the total value of every item loaned must be provided before collecting the loaned items. The McCord Museum must be expressly named as the beneficiary.

### Notice:

- The McCord Museum reserves the right to refuse completely or partially any loan request made.