

UNIVERSITY OF MICHIGAN LIBRARY • SPECIAL COLLECTIONS RESEARCH CENTER

Request to Borrow for Exhibition

Preliminary Worksheet

Updated 1/14/2014

Please fill out this worksheet as completely as possible. This information will help us decide whether we would be able to meet your request to borrow material held by the University of Michigan Library.

CONTACT INFORMATION:

Library/Museum:

Address:

Curator/Librarian/Contact Person:

EXHIBIT INFORMATION

Title and goal of the exhibit *(please include any relevant information, particularly why you want to borrow items from our collections):*

Dates of the exhibit *(dates of installation and take down):*

Exhibition location and security *(please provide a brief description of your exhibit space, including security measures in place, and attach an photograph or a sketch of the exhibit space).*

Will the exhibit travel to additional locations, and if so, where?

Accessibility of the exhibit. Will this exhibit be (1) open to the public without charge, (2) open to the public as part of the institution's general admission charge, (3) subject to a special charge or surcharge, or (4) other (describe):

Description of the object(s) to be borrowed *(list or describe on a separate sheet if necessary):*

Notes: (1) The borrowing institution should be aware that there may be a monetary cost involved in borrowing special library materials that could include shipping, insurance, and labor for administration, pre- and post-condition evaluation, conservation, and packing. (2) If both the borrowing and lending institutions agree to go forward with the loan, further documentation will be required before a loan agreement is signed, including either the submission of an American Alliance of Museums General Facilities report or a description of the location answering the questions in the American Library Association/ Rare Books and Manuscripts Section (ALA/RBMS) Outline for a Facilities Report, available at <http://www.ala.org/acrl/standards/specialcollections#outline>. (3) A certificate of insurance to be provided by the borrower is normally required before the items leave the University of Michigan Library.

Questions? Please contact the University of Michigan Library Special Collections Research Center Exhibit Loan Management Team (spcoll-exhibitloans@umich.edu) if you have questions about any aspect of this Request Form or the proposed loan.