

AMERICAN MUSEUM OF NATURAL HISTORY

DIVISION OF ANTHROPOLOGY INFORMATION FOR BORROWERS (EXHIBITION LOANS)

GENERAL REQUIREMENTS

- The Division of Anthropology lends to museums and AMNH approved exhibition venues.
- All requests will be considered on the basis of a strict evaluation of a COMPLETED AAM Facility Report, which must meet standard museum practices; including, but not limited to, general facilities, environment, security, handling, staffing, and insurance.
- Requests to borrow are subject to approval by the Division's Loan Committee.
- Requests are normally limited to 15 objects.
- Loan requests should be submitted no less than 12 months in advance of the beginning of the desired loan period.
- Approved loans are subject to the terms of the Anthropology Loan Agreement for outgoing loans. These include (consult Loan Agreement for further information):
 - "Wall to wall" insurance coverage under the borrower's All-Risk Fine Arts policy;
 - Payment of insurance premium should the AMNH choose to maintain its own insurance coverage;
 - Obtaining all appropriate permits for the movement of wildlife and endangered species;
 - Protection against confiscation and seizure (when such governmental protection is available);
 - Coordinating shipping arrangements in consultation with and the approval of AMNH;
 - Borrower providing 2 copies of all materials in which the loans are reproduced;
 - Payment of all loan related expenses;
 - Following any instructions concerning the display and handling of the loans, as provided by the AMNH.

CREDIT

- Acknowledgements must include the following credit line:
"American Museum of Natural History"
The above credit line and individual AMNH catalogue numbers must accompany loan material on display.

PHOTOGRAPHY

- Borrowers must contact the Manager of Digital Imaging for the AMNH Division of Anthropology for all information concerning photographic reproduction of borrowed items. This includes the availability of digital images and the fees and permissions needed to publish/reproduce images of AMNH material directly related to the exhibition. The Manager of Digital Imaging may be reached at anthro_imaging@amnh.org

FEES

- The Borrower is responsible for the following loan related costs:
 - \$100 loan fee per object for administrative costs;
 - \$35 per hour, per object for conservation treatment and special preparation, including travel and exhibit mounts when necessary;
 - Contract mount maker fees and expenses, as necessary;
 - Appraisal fees for insurance purposes, as necessary;
 - All crating, packing, shipping, and customs charges as applicable;
 - Travel and per diem expenses should it be necessary for a member of staff to courier the loans. \$100 USD minimum per diem required for international loans and \$75 minimum for domestic. Business class required for international flights over 8 hours in duration;
 - Salary, travel and per diem expenses for contract registrar or contract conservator services, as necessary;
 - Insurance;
 - Any other loan related costs as applicable.
- Borrowers will be billed for costs at the time the loans are shipped or as necessary.