



## LOAN PROCEDURES

Thank you for considering borrowing artifacts from the Museums of Historic Hopkinsville-Christian County (MHHCC). MHHCC welcomes requests from institutions of all sizes, both non-profit and for-profit as long as the institution and loan is compatible with the mission and purpose of MHHCC. The mission of MHHCC is to cultivate regional pride and tell our community's authentic stories by creating an enjoyable, engaging learning environment that encourages conversations about our unique history and diverse heritage. MHHCC reserves the right to review all loan activities and may cancel or refuse a loan on the basis that the mission and purpose of MHHCC might be jeopardized.

Loaned artifacts are subject to the same level of Collections Care as maintained by MHHCC and upheld by the American Alliance of Museums. Artifacts are to be handled by trained persons and may not be in contact with harmful organic materials, such as plants and food items, or inorganic materials of questionable effect. Moreover, all efforts should be made to maintain security and mitigate exposure to light or fluctuation in temperature and relative humidity.

Following are the basic procedures for requesting a loan from MHHCC. The Director of Collections may waive some of the procedural requirements or fees. Additionally, the Director of Collections may waive processing time requirements but accelerated timetables are subject to additional charges. Please let the Director of Collections know if you have any questions about the process or need help getting started.

### **Contact**

Hillary Sullivan, Director of Collections  
270-887-4270, [hsullivan@museumsofhopkinsville.org](mailto:hsullivan@museumsofhopkinsville.org)

### ***Starting the Process***

To start the loan process, MHHCC requires:

1. A formal letter of request that outlines the item(s) you would like to borrow along with some basic information about the exhibition.

This information should include:

- When the loan will begin and when it will end
  - Purpose of the loan
  - Description of how the item(s) will be used for the exhibit
2. An American Association of Museums Standard Facilities Report/General Facilities Report.
  3. Loan origination fee of \$25.

Please allow a minimum of 6 months processing time for any loan request.

## ***Next Steps***

Once MHHCC has received the official request, the Director of Collections will review and consider it. To make a decision the Director of Collections:

- Availability of the artifact(s)
- Artifact's condition
- Purpose of the Loan
- Information provided in the standard facilities report

The Director of Collections is responsible for notifying the institution or individual of the verdict of the request in writing.

For approved loans, MHHCC will require a certificate of insurance to be on file before the loan is shipped. Loan fees will vary from loan to loan. Please see the loan fee schedule below for all applicable fees. The Director of Collections will make arrangements with the borrowing institution or individual for pick-up/shipping, etc. The borrowing institution or individual will be responsible for any shipping costs.

## ***Cancellations***

Please note that MHHCC staff does work several weeks in advance to do condition reports and prepare for shipping. MHHCC requires two weeks' notice prior to the ship date in order to cancel the loan. When fewer than two weeks' notice has been provided, the borrower is still responsible for all loan fees. (Details below under "MHHCC Loan Fees.")

## ***Renewals***

Loan renewals are subject to the per-item fee at the time of renewal. The borrower will not be responsible for a new origination fee.

## ***MHHCC Loan Fees***

- **Loan Origination Fee** (Non-Profit and For-Profit Institutions or Individuals): \$25
- **Loan Fee per Item** (Non-Profit Institutions): \$25
- **Loan Fee per Item** (For-Profit Institutions): \$50
- **Traveling exhibitions** (Loan fee per item for each additional venue): \$25

Loan fee waivers may be requested and will be reviewed on a case-by-case basis.

## ***Shipping***

The borrower will bear all shipping costs. This rate will vary based upon the type of shipper and materials. If the borrower makes the shipping arrangements, MHHCC staff must approve them in advance of shipping.

## ***Additional Fees***

MHHCC is happy to loan artifacts and will work to keep fees low. However, sometimes additional fees may apply. These may include:

### **Appraisals**

Should the insurance carrier require appraisals to confirm and fully insure the artifact, the borrower is responsible for expenses related to the hiring and fees associated with the appraisal. Appraisers must be certified by the American Society of Appraisers and the borrower must provide MHHCC with an official copy of the appraisal.

**Artifact Handling**

Artifacts must be handled at all times with individuals trained in artifact care. Should the borrower require training or MHHCC to handle or display items at the borrower's location, MHHCC will be happy to do so but will charge (Non Profit): \$25/ hour, (For Profit): \$35/hour and will cover transportation costs.

**Research Fee**

Basic information on collections items, such as the provenance, is available without charge. However, MHHCC reserves the right to charge a research fee for additional research requested by the borrower.

**Research Fee** (Non Profit): \$25/hour | **Research Fee** (For Profit): \$35/hour

**Text Writing Fee**

Didactic Panels and Interpretation is critical to the exhibition of artifacts. Should the borrower require MHHCC to draft the text, MHHCC will be happy to do so but will charge the same rate at the research fee aforementioned.

**Wrapping/Crating**

If a crate is required, the borrowing institution will be responsible for all fabrication charges.

If an object requires other types of special packaging, the borrowing institution will be responsible for the cost of the materials.

**Preparation Charges**

**Framing:** \$25/hour plus cost of materials | **Mount Making:** \$25/hour plus cost of materials

**Conservation**

The borrowing institution will be responsible for the conservation charges for an item that needs stabilization before it can go out on loan. This work will be done by a certified contractor and the fees may vary by object size and type.

**Cancellations**

MHHCC requires two weeks' notice prior to the ship date in order to cancel a loan. When fewer than two weeks' notice has been provided, the borrower is still responsible for all loan fees.

**Courier Expenses**

If a courier is deemed necessary, the borrower will be responsible for the following charges:

- Round trip transportation between MHHCC and the borrower's location (airfare must be business or first class when the courier accompanies the artifact but coach class is fine at all other times), parking, mileage, tolls and car/truck rental as appropriate. The borrower will be presented with receipts for all expenses.
- Overnight accommodations, to be paid for and arranged by the borrower. If the courier needs to stay extra days for installation and acclimatization of the objects, accommodations will also be arranged and covered by the borrower.
- Per diem for courier's expenses, such as food, etc., that may vary based on location.

**The Director of Collections will provide invoices. All loan fees may be paid to the Museums of Historic Hopkinsville-Christian County via check, money order or credit card. Payment or Promise of Payment within 60 days must be made upon receipt of invoice.**