

## MILWAUKEE PUBLIC MUSEUM LOAN POLICIES

As part of its mission, the Milwaukee Public Museum provides access to collections, for research and exhibition purposes, through loans to qualified institutions. Loans are not made to private individuals. Following are general policies:

- Loans are approved in accord with the Museum's educational mission
- Objects for exhibition are loaned on a short-term basis - 3 months to 1 year. Museum policy does not provide for long-term (over 1 year) or "permanent" loans. Loan requests for extended travelling exhibitions will be assessed based on object preservation needs.
- Approval is based on a number of factors:
  - Borrowers must be able to provide proper physical and environmental protection as required by MPM.
  - Objects/Specimens must be deemed able to withstand packing, shipping, handling and purposes for which the loan is made.
- Borrowers will be asked to provide a Certificate of Insurance or other evidence of indemnification to cover the loaned materials for the period specified.
- Loan requests are reviewed by the relevant curator and Section Head responsible for that material, the Conservator and the Registrar. Formal approval is issued by the MPM Loan Committee.
- Loans of biological and paleontological specimens, protected or otherwise, and certain cultural objects will be made only in accordance with current international, federal, state and local regulations.
- MPM reserves the right to cancel or postpone any loan if the welfare or integrity of the objects/specimens appears to be compromised.

Final loan approval is pending all loan requirements met and financial arrangements agreed upon.

### **COSTS**

Borrowers may be requested to pay recoverable costs, which include photography, research, conservation, exhibit mounts, packing/crating, couriating and shipping. Requests for the loan of more than 6 items will incur a processing charge based on the amount of additional work required.

For-profit institutions that borrow specimens/objects will be charged a fee for the loaned materials.