

Special Collections and University Archives

External Exhibition Loan Request Policy

Introduction

The collections of the Binghamton University Libraries Special Collections and University Archives department are acquired, cataloged, and made available in our reading room and in digital facsimiles in order to further the library's mission of supporting research and teaching at the university and within the larger scholarly community. Material is sometimes requested for exhibitions outside of the Binghamton University Libraries however, in general policy is that materials in our holdings should be on campus for the use of our faculty and students, and so loans are made infrequently. Binghamton University Libraries will lend materials from its collections to recognized institutions, such as libraries and museums, provided they have established exhibition programs and professional staff qualified to handle the materials requested. Borrowing institutions must also meet the following criteria:

- The condition of the material permits travel;
- The material's condition is not jeopardized;
- The exhibition makes a major contribution to a scholarly field of study;
- The facilities of the borrowing institution are environmentally safe and secure;
- The absence of the loaned material does not adversely impact teaching and research at Binghamton University.

Also taken into consideration will be the value of the material(s) requested for exhibition.

This loan policy has been established to ensure the safety and security of the objects in Binghamton's collections. Traveling exhibitions will be considered, but Binghamton University Libraries reserves the right to limit the loan to the original venue and a facilities report will be required from all venues on the tour. Binghamton University Libraries reserves the right to refuse any loan request.

General Loan Information

Binghamton University Libraries accepts applications from institutions to borrow items from its collections for exhibitions. Institutions wishing to request items are advised to read the following guidelines in advance of making a request and to contact the department a minimum of nine months before the planned installation date of the exhibition. Borrowers requesting a larger number of items should make initial contact with Special Collections no less than twelve months prior to the installation date.

Each loan request is judged on its own merits, and the final decision to loan an item is based on the criteria listed above. Written approval by the Head of Special Collections and University Archives is required for all loan requests.

The maximum loan period is six months.

Materials will not be loaned to individuals.

Initial Loan Inquiry

Shortly after the initial inquiry, a preliminary evaluation of the requested material will be made. The prospective borrower will be notified if the initial loan inquiry has been approved or not, and if there are any special circumstances surrounding the request, such as anticipated conservation needs, complex mounting concerns, unusual packing and shipping requirements, or restrictions on the loan of the requested item(s).

How to submit a formal request

If the initial loan inquiry has been approved, complete the [request form](#) and return it addressed to the Head of Special Collections and University Archives, who will discuss your request with the appropriate curator. The form should be signed by the director or the highest officer of the borrowing institution and should include exhibition title; dates and venues; names of curators, conservators, and installation staff; formal institutional proposal; and a standard facilities report.

The standard facilities report of the American Association of Museums is recommended. The blank template for this document may be purchased from the AAM Bookstore or through the [AAM website](#). If a different facilities report format is used, it must provide detailed information on all topics listed under the Exhibition Lending Guidelines of [Rare Books and Manuscripts Section of the American Library Association](#) or an international equivalent.

Borrowers should indicate specific location(s) within the museum or library where materials will be displayed, and should indicate how they propose to display materials: framed on a wall, flat in an exhibition case, supported by book cradles, or other conventional installation positions.

Binghamton University Libraries should receive loan requests at least nine months (or 12 months for a larger amount of items) prior to the exhibition to allow for a review by the appropriate curator and an assessment by the preservation staff for possible treatment.

Expenses and Fees

The borrowing institution should be prepared to pay any and all of the costs related to their specific loan request. An estimate of services can be provided by Binghamton University Libraries.

Typical costs may include:

- Administration, paging, condition assessment, housing, and pre-crating packing of the item(s) for exhibition.
- Any required conservation treatment to stabilize item(s) for loan.
- Glazing, framing, custom mounts as required.

- Transportation (including crating, freight costs, customs charges, broker's fees, or any other agreed upon necessary costs).
- Portal-to-portal insurance for borrowed item(s), in transit, in temporary storage, and while on exhibition.
- Photography or other reformatting of item(s) either at borrower's request for publication or as a facsimile in lieu of original object.
- Cancelled exhibition fees, including any costs incurred for conservation and preparation to date.
- Return of borrowed item must be done with the same or higher level of shipping and security.

Borrowers are expected to cover all loan costs, including but not limited to insurance, packing and shipping both to and from the exhibit, matting and framing, and necessary conservation. In some instances, borrowers will be required to underwrite the cost of producing surrogates for use at Binghamton University Libraries while materials are on loan. In the event of a loan cancellation, the borrowing institution is required to reimburse the Binghamton University Libraries' expenses incurred to date. Borrowing institutions must carry portal-to-portal, all-risk fine arts insurance for the loan materials, and we require a certificate of insurance before materials may leave Binghamton University Libraries. We accept government indemnities.

In addition to the named costs above, Binghamton University Libraries may charge an administrative fee for each item. Any fee is due at the time the borrower returns the signed copy of the loan agreement.

Transportation

The mode of transportation will be determined by the Head of Special Collections and University Archives. In most cases, only experienced professional fine arts shippers, and their packing and crating services, may be used to transport Binghamton University Libraries material. All transportation agents must be arranged by Binghamton University Libraries, and all transportation costs will be borne by the borrowing institution. Transportation agents and transportation companies must be bonded.

International loans will require the assistance of a reputable customs broker who should be contacted well in advance of the loan arrival date. Customs formalities and the provision of export licenses to and from the exhibition site are the responsibility of the borrower. Objects should not be unpacked in transit for customs inspection, but passed through in bond to the exhibition site. It is the international borrower's responsibility to meet any courier upon arrival, to have a customs broker on hand, and to escort the courier and the loaned items to and from the exhibition site. Overseas loans must be transported by air.

The borrowing institution will provide secure interim storage, in terms of fire and security against physical harm, theft and unauthorized access, for all cases or crates containing our objects. This applies to the periods of pre-installation and de-installation; in neither case should this interim storage be for longer than 24 hours.

In general, we will not allow warehouse storage of our property in transit to and from the exhibition.

Environmental and Security Conditions

It is highly desirable that environmental conditions fall within the parameters recommended by museum standards. The borrowing institution must ensure the following standards for all locations loan materials will be exhibited, and documented in a facilities report. For travelling exhibitions, these standards must be shown for all related venues.

- Stable temperature in the range of 64-70° F; fluctuation not to exceed +/- 3°.
- Relative humidity between 30-50%; fluctuation not to exceed +/- 5%.
- Light levels in the range of 50-100 lux; UV filtration not to exceed maximum of 75 microwatts per lumen.

Specifics of environmental conditions will be provided upon receipt of for exhibition request.

The borrowing institution must guarantee the security of borrowed items at all times they are within the borrowing institution's premises and the exhibition gallery. If the borrower, for reasons of security, wishes to withhold precise details of alarm systems, please make that clear.

- There must be fire and intruder alarms covering the gallery containing Binghamton University Libraries' objects.
- The gallery should be fully locked, secured, and intruder/fire alarms set during closed hours.
- Security guard patrols should be made during closed hours around the gallery.
- Security guard or custodian presence must be maintained at all times the exhibition and gallery are open.

Installation and De-Installation Procedures

Installation and de-installation procedures will be approved in writing between the borrowing institution and Binghamton University Libraries. The individuals who will be responsible for handling materials during installation and de-installation must be specified and approved by Binghamton University Libraries.

When the material is received, the borrower should inspect it upon unpacking and compare it with the condition report provided by Binghamton University Libraries. Any damage or discrepancies must be reported immediately by telephone and subsequently in writing to the Head of Special Collections and University Archives. Photo evidence should be included.

Binghamton University Libraries requires a 48-hour acclimation period in the gallery prior to installing the materials.

All supports, matting and framing, and conservation must be approved by Binghamton University Libraries prior to the loan. Exhibition matting and framing, and conservation done at Binghamton prior to release of loan materials will be charged to the borrowing institution.

Materials on loan may not be repaired, unframed, photographed, placed in storage, or removed from the exhibition for any reason, including study.

Specifics of exhibition will be provided upon receipt of exhibition request.

After condition reporting and installation, the cases will be locked and the security alarms set. Binghamton University Libraries prefers that, from this point onwards, adjustments in the cases be kept to a minimum with alarms set and cases locked throughout the duration of the exhibition.

Following de-installation, a report on the condition of the items must be created and signed by both Binghamton University Libraries and the borrowing institution's authorized staff. The report should clearly state the date of de-installation.

Items should be packed in the same manner in which they arrived at the borrowing institution, and any accompanying materials, such as identifying markers, should be returned to the Library with the correct corresponding item.

Materials on loan must be displayed for the agreed length of time or they must be returned immediately to Binghamton University Libraries.

In addition to these guidelines, further specific requirements (lighting levels, special handling, installation protocols, etc.) may apply to particular loan requests.

Catalogs and Display Credit Lines

The Binghamton University Libraries will supply credit lines to be used in exhibition catalogs and on exhibition labels.

Permission to use images in exhibition catalogs is required. Permission must be obtained in writing from the Head of Special Collections and University Archives in consultation with the appropriate curator. The request must be submitted separately from the exhibition loan request, and as early as possible in the loan preparation period. Images to be reproduced must be ordered through the Binghamton University Libraries. Please allow at least six months for imaging requests to be processed.

Please note: Permission for use of images in catalogs does not extend to use of these images in publicity or promotional materials in any medium.

Two copies of all catalogs, checklists, and promotional materials produced for exhibitions that include Binghamton University Libraries material should be sent to the attention of the Head of Special Collections and University Archives.

The Right of Recall

Binghamton University Libraries reserves the right to recall an item at any time for any reason.

Please contact the Head of Special Collections and University Archives, Jean Green, with any questions via e-mail jgreen@binghamton.edu or by phone at 607-777-3912.