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| C:\Users\jebenj\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_CMYK.JPG | **ARCHIVES AND SPECIAL COLLECTIONS**  **REQUEST FOR LOAN** |

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| **PLEASE COMPLETE AND RETURN AS A WORD DOCUMENT** | | **Office use** |
| **Institution** |  |  |
| **Contact details for loan arrangements** | Name:  Title:  Phone:  Email: |  |
| **Application Date** |  |  |
| **Reason for loan** |  |  |
| **Exhibition title and brief description** |  |  |
| **Loan period** | Start date: End date: |  |
| **Exhibition period** | Start date: End date: |  |
| **Is it touring ?** | Yes  No |  |
| **Facilities report attached?** | Yes  No |  |
| **Exhibition location** | *In relation to your facilities report which room or gallery will loan be displayed in? Any further information about the room including floor plans or photos is much appreciated.* |  |
| **Display: proposed conditions in relation to this loan request** | ☐ Museum standard, lockable case. Case dimensions H:\_\_\_\_\_\_\_ x W:\_\_\_\_\_\_\_ x L:\_\_\_\_\_\_\_\_\_\_  ☐ Non-Museum standard lockable cases. Case dimensions H:\_\_\_\_\_\_\_ x W: \_\_\_\_\_\_\_\_ x L:\_\_\_\_\_\_\_\_\_  ☐ Mounted  ☐ Mounted and framed  ☐ Other display information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note any changes to the intended display of the works that are proposed during design development should be declared and discussed with the ASC loan coordinator. |  |
| **Light: proposed conditions in relation to this loan request** | Will items in this request be exposed to natural light? Yes  No  Will items in this request be exposed to UV light levels above 30µw/lumen? Yes  No  If yes, level of UV exposure\_\_\_\_\_\_\_\_ µw/lumen  Unless otherwise advised, all loans require a max light level of 50 LUX. Is this achievable? Yes  No  Please assist us by calculating :  Hours lights on per day X days per week lights on X weeks on loan X LUX level on case/object = **TOTAL**    x x x = |  |
| **Conservation:**  **All conservation is outsourced to Grimwade Conservation Services.** | Once the items are assessed by collection management you will be notified if further conservation assessment or treatment is deemed necessary for the item to be displayed.  Do you agree to cover any costs associated with:   1. A conservation assessment/quote for treatment Yes  No 2. A condition report for loan Yes  No   Once assessed a treatment proposal and quotation for services will be discussed with you. |  |
| **Risks** | Are there:  ☐ Building renovations or major works occurring or planned during the time of the proposed loan  ☐ Items within the exhibition or within the display cases which could pose a risk to items  For example – do you propose to display paper items next to natural history specimens?  Detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Are there any other physical or ethical risks associated with the display that should be declared. For example, is an historical document/artefact being used in the context of a contemporary art installation?  Detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **DECLARATION** | I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PRINT NAME) declare this to be a true and accurate statement |  |

**ARCHIVE COLLECTIONS : REQUESTED MATERIAL**

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| **Flag Number** | **Number of Items/Folios** | **Description of Item**  **(Control if known)** | **Date of Item**  **(if known)** | **Collection Title as described on Archives Catalogue** | **Collection Reference Number** | **Unit / Box number** | **OFFICE USE**  Location |
| **Example** | 1pp | Letter from Dr. Flora Murray inviting VSB to take appointment of Assistant Surgeon to the Endell Street Military Hospital in London  [Typescript on paper] | 24 Oct. 1916 | PAPERS AND MEMORIBILIA OF VERA SCANTLEBURY BROWN | 2013.0058 | Unit 1 |  |

RESEARCHERS : DO NOT CHANGE THE ORIGINAL ORDER OF THE RECORDS BUT PLACE AN ACID FREE FLAG NEXT TO THE ITEM IN QUESTION AND NUMBER THE FLAG.

PLEASE ASK READING ROOM STAFF FOR ASSISTANCE

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Flag Number** | **Number of Items/Folios** | **Description of Item**  **(Control if known)** | **Date of Item**  **(if known)** | **Collection Title as described on Archives Catalogue** | **Collection Reference Number** | **Unit / Box number** | **OFFICE USE**  Location |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |

**SPECIAL COLLECTIONS : REQUESTED MATERIAL**

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| **Flag Number** | **Accession/**  **Call number** | **Title as described on Library Catalogue** | **Date of Item**  **(if known)** | **Author/Artist** | **Proposed Display notes if known** | **OFFICE USE** |
| **Example** | SpC/BX f 851.1 DANTE | The vision of hell / by Dante Alighieri; translated by Henry Francis Cary, and illustrated with the designs of Gustave Doré | 1894 | Dante Alighieri, 1265-1321 | Custom made cradle. Page openings at pages 255/256 and 257/258 changed at 3 month interval over 6mths |  |

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| **Item** | **Accession/**  **Call number** | **Title as described on Library Catalogue** | **Date of Item**  **(if known)** | **Author/Artist** | **Proposed Display notes** | **OFFICE USE** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |