

GLBT Historical Society Loan Policy for Institutional Exhibitions

*****Corporate Loans are subject to the discretion and approval of the GLBT Historical Society. Please send your inquiry to the Collections and Exhibitions Registrar.**

The GLBT Historical Society's Dr. John P. De Cecco Archives and Special Collections supports loans from its collections to further its mission and to increase public access to its holdings. These benefits of the loan program are balanced against the GLBT Historical Society's own exhibition and research programs, the internal resources required to support the loan, and the organization's mission to preserve collection materials for the long term. All requests are considered on merit and the project's contribution to LGBTQ history and/or humanities research.

These procedures outline the steps for borrowing collection materials from the GLBT Historical Society Archives and Special Collections and establish the conditions that a borrower must meet in order to receive loan approval.

Initial Research

Potential borrowers are encouraged to make initial inquiries and to conduct research at the society's archives well in advance of the request deadlines provided below. All potential loan items must be selected before submission of the formal loan request. It is the responsibility of the researcher/borrower to take note of specific collection titles and box and folder numbers of original material when examining and selecting materials.

Loan Procedures

1. Loans are generally limited to 10 items. Potential borrowers must submit a formal loan request in writing to the Registrar of the GLBT Historical Society (details provided below) according to the following schedule:

- For domestic loans of 9 or fewer items: 8–10 months in advance of the opening date
- For domestic loans of 10 or more items and all international loans: 10–12 months in advance of the opening date

Requests of more than 10 objects and requests to create exhibitions based entirely on GLBT Historical Society materials require additional lead time and active collaboration with the Registrar.

2. An American Alliance of Museums (AAM) Standard Facilities Report or equivalent information about the exhibition venue should accompany the request. The Registrar will acknowledge receipt of the request and request any missing information. Meanwhile, the GLBT Historical Society will conduct an internal analysis: the registrar and curators will determine whether the materials are available for loan according to the requested schedule.

3. The Registrar will communicate to the borrower the terms and conditions of the loan, including a cost estimate.
4. If the borrower agrees to the terms and conditions, the Registrar will then approve the loan. The loan agreement and invoice are prepared based on curatorial, conservation and special risk insurance coverage recommendations.
5. The parties will sign a loan agreement and the GLBT Historical Society will receive a certificate of insurance. Invoices are due 30 days after receipt.

Loan Fees and Expense Reimbursements

All fees for contracted services required by the loan are billed directly to the borrower. These may include:

- Shipping rates [custom broker] and special crating services
- Courier services
- Special conservation work
- Cargo screening required by the U.S. Department of Homeland Security
- Transportation costs to and from the GLBT Historical Society and the borrower's venue(s)
- Insurance

Fees and expense reimbursements payable directly to the GLBT Historical Society include:

Registration fees: Registration fees are assessed on a sliding scale based on item size, value, and condition. These fees cover the costs of locating and retrieving items, review by staff, oversight of procedures to process, pack, ship, monitor, receive, and return items to storage. The Borrower will receive an invoice for these fees with written approval of the loan. Fees typically range from \$100-\$300 per item, though costs may vary.

Consulting Conservators fees: \$70.00 per hour plus the cost of materials. These fees may include conservation work, matting, framing, or display equipment required by the borrower if necessary.

Reproduction and licensing/use fees: These fees are assessed by the archival staff for the use of images in publications or publicity materials and are invoiced separately. Information about reproductions and licensing permissions are available on the society's website

Loan Extension fees: All extended and/or renewed loans for exhibits after the initial loan period are subject to review. Additional fees may be assessed.



Courier | Registrar travel expenses: If required, these include transportation in Business Class when accompanying loans, appropriate lodging and \$100 per diem. All fees for contracted services required by the loan are billed directly to the borrower.

Cancellation Fee: Once a formal loan request is approved and work by GLBT Historical Society staff has begun, if the loan request is cancelled, withdrawn or postponed indefinitely by the Borrower, a cancellation fee of \$500 will be charged to the prospective Borrower.

Invoices will be sent when all costs have been accurately determined. Payment terms are 30 days. Only the GLBT Historical Society Registrar or Executive Director are authorized to waive or reduce loan fees and expense reimbursements.

Digital Reproductions for Exhibition-Related Use

Requests for digital images for all exhibition-related uses, including display and publication in print or electronic formats, are typically limited to 30 images and are subject to approval and payment of reproduction and licensing/use fees.

We require six months to fulfill requests for digital images for exhibition display purposes and eight weeks to fulfill requests for digital images for use in print and electronic formats, including exhibition catalogs and publicity materials. Please allow ample time.

Making a Loan Request

Your loan request should include the following information:

1. Title of the exhibition and statement of purpose, including historical significance.
2. Approximate number of works in the exhibition.
3. Exhibition venues and dates.
4. Loan dates (approximate dates of outward loan/date of return).
5. Name, address, telephone, fax, and email of the exhibition organizer.
6. Name, address, telephone, fax, and email for the contact person at each venue.
7. Detailed list of the collection objects requested, including accession numbers, box/folder numbers, or other unique cataloging number. If available, please email digital photos or provide a citation to a published or online image.
8. A copy of the AAM Standard Facility Report or equivalent documentation for each venue.

Please send two copies of the written loan request to:

Ramon Silvestre, Ph.D.,
Collections + Exhibitions Registrar
GLBT Historical Society
989 Market Street, Lower Level
San Francisco, CA 94103.

You may send signed requests as a PDF document via email to ramon@glbthistory.org.
If you have any questions, contact Ramon Silvestre at (415) 777-5455, ext. 3.