

National Portrait Gallery Outgoing Loan Program *Borrower's Checklist*

To request the loan of an object(s), please send the following information:

- A formal letter of request addressed to Kim Sajet, Director, National Portrait Gallery. Include a statement specifying object(s) needed (including accession number), dates needed and intended use.
- A completed and signed American Association of Museums Standard Facilities Report for each location housing the loan, including off-site storage facilities.
- If borrower requests that their insurance policy be used in place of SI's*, the borrower must submit for review insurance information, including policy exclusions and deductibles.

Upon approval of a loan, the borrower will be asked to:

- Review the NPG Outgoing Loan Agreement conditions, sign and return the document.
- Incur all costs including, but not limited to, loan fee(s), object preparation, insurance, conservation, packing and shipment of the object(s). Additional costs may include courier fees or other costs incurred while meeting special conditions of the loan. Payment for some costs may be made to a third-party vendor.
- Provide a certificate of insurance listing SI as an additional insured, 6 weeks prior to release of loan if borrower's insurance has been accepted.

After receipt of the loan objects, the borrower shall:

- Verify condition of the objects immediately after acclimatization.
- Notify NPG immediately of any damage or loss to objects.
- Sign, date and return the NPG outgoing receipt.
- Perform periodic condition checks and report any changes immediately to NPG.

To request the extension of an existing loan, the borrower should:

- Request the loan extension in writing at least three months prior to the expiration date of the initial loan.
- Send a condition report and photograph(s) for each object to be renewed.
- Provide proof of continued insurance coverage and update insurance certificate as needed (if applicable).