

## National Portrait Gallery *Loans to Offices of High-Ranking Government Officials* Program Policy

The National Portrait Gallery (NPG) has an active outgoing loans program. Lending objects to qualified institutions for public exhibition, educational, and scholarly purposes is an integral part of NPG's mission and its first priority to make loaned collections accessible to the widest possible audience. Loans to offices of high-ranking government officials are considered as staff time and available collections permit.

### Qualified Officials

High-ranking government officials include the President, Vice President, Cabinet Secretaries, Supreme Court Justices, the Mayor of the District of Columbia, and certain leadership positions in Congress. Senate leadership positions include Majority and Minority Leaders, the Majority and Minority Whip and President Pro Tempore. House leadership positions include Speaker of the House, Majority and Minority Leaders, Majority and Minority Whips and Deputy Majority Whip.

### Policy

A maximum of three (3) objects will be lent to any given office. Loan object(s) must be displayed in public spaces, may not be placed above or directly adjacent to a working fireplace, and office must have a dedicated staff member tasked with overseeing the care of loaned objects. Display area must conform to environmental requirements as listed below. Food and drink are not permitted around loan object(s). Paintings must be placed under glazing. Installation plans must be preapproved by NPG registrar's office. Photography, other works on paper, marble, plaster, and terracotta are not qualified media for this category of loans.

All loan requests are subject to a formal loan review process consisting of provisional approval by the NPG Loan Committee, which meets bimonthly to discuss new requests, followed by conservation approval of object stability and registrarial approval of facilities and installation plan. A site visit may be required for final approval. Timeline depends on detail of initial request, conservation needs, and registrarial schedule. Typical timeline from initial request to installation in office, 4 to 6 months.

If approved, all loans will be:

- < lent to a specific office or position, not an individual;
- < for a specific time period, not to exceed three years, with option for renewal if appropriate;
- < documented with a completed, signed NPG loan agreement stipulating the rights and responsibilities of each party;
- < insured under the Smithsonian Institution's (SI) insurance policy;
- < credited to NPG as specified on the loan agreement when appropriate; and,
- < in compliance with all applicable laws.

In coordination with NPG, borrower will be responsible for arranging fine-art shipping and installation. Borrower is also responsible for loan preparation costs, including but not limited to outside conservation, glazing, and/or frame work.

Borrowing office must comply with all terms and conditions of the loan agreement, including safety and security precautions, and specified environmental requirements, typically:

**Paintings:**

NTE 30 footcandles (150-200 lux), unless otherwise stated in loan agreement requirements

No direct sun light exposure

RH: 45-55 %

Temp: 68-72°F

Borrowers are prohibited from using NPG collections for private pecuniary gain.

Loan object(s) may not be altered, cleaned, or repaired without prior written approval of NPG.

Photography of objects is allowed only for the purpose of recording their condition or for record installation photography. For all other uses please contact NPG Office of Rights and Reproductions at [NPGRightsOffice@si.edu](mailto:NPGRightsOffice@si.edu) or 202-633-8320.

For press inquiries regarding NPG loan object(s), please work in coordination with NPG Communications Office, Concetta Duncan, Head of Communications, [DuncanC@si.edu](mailto:DuncanC@si.edu) | 202-633-9989.

NPG reserves the right to recall object(s) on loan and to cancel a loan at NPG's discretion.

Contact Information

For more information about NPG's outgoing loan program to office of high-ranking government officials please contact:

Dom DelGiudice, Exhibitions Program Specialist, [DelGiudiceD@si.edu](mailto:DelGiudiceD@si.edu) | 202-633-8289.