

Borrowing Objects and Specimens from Cincinnati Museum Center

Cincinnati Museum Center Collections and Research Department collects and preserves select objects, specimens and records that document natural history, science and regional history.

Requests for loans will be considered for educational or research purposes from educational organizations. Loans are not made to individuals.

Loan correspondence can be addressed to CMC Registrar, 1301 Western Avenue, Cincinnati, OH 45203.

Loan Requests for Exhibits

Borrower should contact the CMC Registrar or appropriate curator to initiate the loan request. Allow at least two months from the time the request is submitted until approval.

Letter of Request

A formal loan request on institutional letterhead is required to begin the loan process. The letter needs to include the exhibit title and duration, the specific object/specimen requested including CMC catalog numbers (if known), the date that the object/specimen is needed and approximate return date. The letter of request should be sent to the CMC Registrar.

AAM Standard Facility Report

The AAM Standard Facility Report is required. A signed current version should be submitted with the letter of request. The CMC Registrar will review the SFR before approval of the loan can be made.

Insurance coverage

Borrower must provide a certificate of insurance for CMC object/specimen before the loan will be release. The certificate of insurance must list Cincinnati Museum Center as a named co-insured during the entire period of the loan, including the period when the object/specimen is in transit.

Loan Agreement Form

The CMC Registrar will issue the loan agreement document for all loans of CMC objects or specimens. The borrower must meet all conditions of the loan (see **Terms and Conditions**). The agreement must be signed by the institution's appropriate authority, usually the registrar or director.

Fees

CMC does not charge a fee for exhibit loans. The borrower must cover the cost of any conservation that CMC determines is required to stabilize an object or specimen. The borrower is responsible for costs associated with packing and shipping the loan. Shipping arrangements, including carrier, must be approved by the CMC Registrar prior to loan approval.

Loan Requests for Research

Borrowers must contact the appropriate curator to initiate a research loan. All research loans require approval of the appropriate curator. Research loans are made initially for one year but extensions are routine.

Loan Agreement Form

The CMC Registrar will issue the loan agreement document for all loans of CMC objects or specimens. The borrower must meet all conditions of the loan (see **Terms and Conditions**). The agreement must be signed by the institution's appropriate authority, usually the registrar or director. Loans for students must be made in the name of the borrowing institution in the name of the supervising staff member. Loans are not transferable. For individuals who move from one institution to another, a new loan agreement must be made with the new parent institution.

Destructive Analysis

CMC curator must approve any loans for destructive analysis in advance of the analysis. Borrowers must return any unused portion of sample to Cincinnati Museum Center and provide at least two copies of the results of any analysis carried out on material provided by CMC. Any publication based on destructive analysis research results must cite Cincinnati Museum Center catalog number/field number; two copies of the publication must be sent to the CMC Registrar.

Permits and Certification

Borrowers must be in compliance with any local, national and international laws and regulations regarding the specimens to be borrowed. When permits are required, copies of the borrower's permits must be provided to CMC Registrar. The borrower must also demonstrate compliance with other federal regulations, such as certification for shipping flammable substances among others.

Packing and Transportation

Specimens for research loans may be packed and hand-carried; for some loans this may be required. For loans that are packed and shipped by CMC, the borrower must return the specimens in similar quality packing and by the shipping method. The CMC Registrar must approve any changes to packing or

shipping prior to the return of the loan. Generally, CMC will cover shipping costs in one direction and the borrower will cover shipping costs to return the loan.

Loan Extensions

The borrower must send a letter to the CMC Registrar before the loan expires requesting the extension of the loan and providing the new date when the material will be returned. If no loan extension letter is received, the loan will expire and the specimens must be returned to CMC.

Terms and Conditions for Exhibit and Research Loans

1. Borrower agrees to provide proper care to insure against loss, damage or deterioration for all material loaned by CMC.
2. All loans are made for a specific time period not to exceed one year. Loans may be extended at the discretion of CMC. Prior to expiration of the loan, Borrower should contact CMC in writing to request an extension.
3. Borrower will not clean, repair or restore materials lent to it without the express written prior permission of CMC.
4. Borrower will notify CMC immediately if at the time of receipt, or while in the Borrower's custody, when damage or loss is discovered. CMC certifies that the objects lent are in such condition as to withstand the ordinary strains of packing, handling and transportation
5. Borrower will insure material under an all risk wall-to-wall policy subject to standard exclusions. Cincinnati Museum Center may require that Borrower provide a certificate of insurance or a copy of the policy made out in favor of Cincinnati Museum Center prior to approval of the loan request.
6. Loaned material will be repacked and returned by same manner of shipment as used by CMC unless otherwise mutually agreed upon. For postal shipments, CMC requires that material be sent by registered or certified mail. Unless otherwise agreed upon, Borrower will pay all shipping costs.
7. Loaned material may be photographed or reproduced for publicity purposes connected with an exhibition or for publication for research purposes. CMC must be credited in all exhibits or published works. Published works must include the following words: Cincinnati Museum Center followed by the CMC catalog number if available. All exhibited material must be credited in the display with the following words: on loan from Cincinnati Museum Center at Union Terminal.
8. Borrower must furnish CMC with at least two copies of any publications in which CMC material appears.
9. Material for destructive analysis must be indicated on the front of this form. Any unused material will be returned to Cincinnati Museum Center.
10. Loaned material may not be used for commercial purposes.

11. Borrower may not transfer this loan to another individual or institution. Should Borrower move from one institution to another, CMC Registrar must be notified in writing and the loan may be terminated, recalled or transferred to the new institution.
12. CMC reserves the right to recall the loan material at any time with 30 days written notice to the Borrower and Borrower shall return the material promptly when requested.
13. For live animals, Borrower will maintain care and records of facility upkeep and food/water preparation as directed by CMC and Borrower will notify CMC of any change in general health and/or behavior of the animal or if Borrower seeks veterinary care for the animal.

For additional information contact:

Jane MacKnight

Registrar

1301 Western Avenue

Cincinnati, OH 45203

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T: 513/287-7092

F: 513/455-7169