



US Coast Guard Historian's Office Curatorial Services – Heritage Asset Collection Loan Request Policy

Coast Guard Heritage Asset Collection objects are available for loan to eligible CG commands, directorates, field and Headquarters units for display, educational, interpretive, and morale purposes. The following requirements and procedures apply when requesting a loan of either artifacts or artwork:

Application:

Apply in writing (via email) to the CG Curator, Arlyn Danielson, at least 4 months in advance of the loan start date. Complete the loan application form and provide a list of requested material, reason for requesting the material, and a description or photo of the proposed display area including cases if applicable. **Incomplete applications will not be reviewed.**

Length of Loan:

Loans to CG units are granted for periods of up to 3 years and may be renewed. Certain objects may only be lent for shorter periods of time and some objects may be placed on longer term, renewable loan for extended periods of time. Coast Guard Curatorial Services reserves the right to recall loaned artifacts on short notice if necessary. Loans may not be sub-loaned to other offices or units.

Loan Approval:

Requests are reviewed by the Coast Guard Curator for final approval.

- Artifacts must be in good to excellent condition and available.
- If an artifact needs restoration or repair work, the borrowing office or department will be required to cover the costs for all conservation work on the item requested.
- Exceptionally rare or valuable heritage assets are restricted for use in planned exhibitions for a set period of time with specific care and security conditions.
- Borrowing offices, where applicable, are responsible for all costs associated with transporting and artifact or artwork to the borrowing location and eventual return to the Museum Support Center.

Borrowers must:

- Maintain appropriate climate and environmental control of display areas and cases. Avoid direct sunlight and extremes in temperature and humidity.
- When required by the curatorial office, artifacts must be housed in locked cases in order to avoid unauthorized handling and prevent theft.
- Maintain appropriate safety and security procedures for all heritage assets.
- Sign a formal loan agreement with the curator's office. Loan agreements are for specific locations, purposes, and time periods.
- Comply with Coast Guard Curatorial Services' packing and transportation specifications.
- Loan object(s) may not be altered, cleaned, or repaired without written permission of Coast Guard Curatorial Services.
- Periodically check items on loan and notify Coast Guard Curatorial Services immediately of any

damage or loss.

Loan Renewals:

Please contact Coast Guard Collections Manager, Janet Pasiuk, for loan renewal requests.

Fresnel Lenses:

Additional requirements are in place to borrow Fresnel lenses. Please see Coast Guard Curatorial Services Policy for borrowing Fresnel lenses.

Contact :

Loan Application:

Ms. Arlyn Danielson
Coast Guard Curator
Ph: (301) 763-4008
Fax: (301) 763-4009
Arlyn.S.Danielson@uscg.mil

Loan Renewal:

Ms. Janet Pasiuk
Coast Guard Collections Manager
Ph: (301) 763-4007
Fax: (301) 763-4009
Janet.M.Pasiuk@uscg.mil

Mailing Address:

US Coast Guard
Museum Support Center
7945 Fernham Lane
Forestville, MD 20747