



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

Coast Guard Heritage Asset Collection objects are loaned for exhibition to non-profit educational institutions which are open to the public on a regular basis. Under special circumstances objects may be loaned to institutions for traveling exhibits or scholarly study. The following information is provided to assist borrowing institutions when initiating loan requests:

Application:

Apply in writing to the Curator, Ms. Arlyn Danielson, at least **10 months in advance** of the loan start date. Complete the loan application form and provide a narrative which specifies the objects, purpose (e.g. exhibit information, title, and outline), location of objects on loan, and requested loan dates. Include the exhibit outline and gallery layout and a photograph of the proposed display area (if applicable), and a copy of the *AAM Standard Facility Report* along with the request. If your organization does not have an *AAM Facility Report* on file Coast Guard Curatorial Services can provide a General Facility Report template to be completed for submission.

Incomplete applications will not be reviewed.

Length of Loan:

Loans are granted for periods of up to four (4) years and may be renewed. Certain objects may only be lent for shorter periods of time and some objects may be placed on long term, renewable loan for extended periods of time. Coast Guard Curatorial Services reserves the right to recall loaned objects on short notice if necessary.

Loan Approval:

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

Loans made to traveling exhibitions require special review and approval.

Loan Agreement:

The Borrower will be sent Coast Guard Curatorial Services' *Loan Agreement* form (for Outgoing Loan) to be completed and signed as part of the loan process.

Borrower Responsibility:

- Absorb all costs incurred by the loan (e.g. transportation, packing, insurance, and preparation of the object(s) for travel and exhibition)
- Wall-to-wall, all-risk insurance must be carried for the duration of the loan.
- Comply with Coast Guard Curatorial Services' environmental, security, handling, and exhibition requirements. Requirements include 24-hour physical and/or electronic security and protection from damage, mishandling, fire, water, insects, vermin, dirt, and extremes of light, temperature, and humidity. Coast Guard Curatorial Services will advise the Borrower of specifications for environmental and security control as well as installation and handling requirements.
- Comply with Coast Guard Curatorial Services' packing and transportation specifications

- Object(s) will be transported to and from the Borrower by means acceptable to Coast Guard Curatorial Services. Instructions provided for unpacking and repacking the objects must be followed by the Borrower (when applicable). In certain situations, packing and transportation must be contracted to a private company at the expense of the Borrower.

- Comply with Coast Guard Curatorial Services' standards regarding photography of Coast Guard objects and credit. Credit must be given to the **US Coast Guard Heritage Asset Collection**. See Coast Guard Curatorial Services' credit line policy for more information.

- Borrowers are required to submit annual condition reports for the object(s) loaned.

- Loan object(s) may not be altered, cleaned or repaired without written permission of Coast Guard Curatorial Services.

After receipt of the loan object(s), the borrower shall:

- Verify condition of the objects immediately after acclimatization.
- Notify Coast Guard Curatorial Services immediately of any damage or loss to objects.
- Sign, date and return outgoing receipts and agreements (if applicable).
- Perform periodic condition checks and report any changes immediately to Coast Guard Curatorial Services.

Loan Renewals:

Request an extension in writing at least **6 months in advance** of the loan expiration date. Apply in writing to the Collections Manager, Janet Pasiuk. Loan renewals are reviewed for approval by the Coast Guard Curator. Renewals require a condition report and photograph for each object to be renewed and proof of continued insurance coverage and updated insurance certificate as needed (if applicable).

Fresnel Lenses:

Additional requirements are in place to borrow Fresnel lenses, if applicable 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