



**Office of Collections Management
Arthur M. Sackler Gallery, Smithsonian Institution
Outgoing Loans: Policies and Requirements**

The Sackler Gallery lends collection objects to other institutions as a means to encourage and develop a greater understanding and appreciation of Asian art. All objects are loaned solely for public exhibition, research, and educational purposes. No commercial use may be made of any of these loans except as may be specifically provided in the loan agreement.

In general, collection objects are lent only to similar nonprofit institutions and for the purpose of public exhibition. There may be, however, circumstances in which the director determines that an exception to this policy is justified. The Sackler Gallery does not lend collection objects to borrowers that do not employ a professional staff qualified to undertake responsibility for the objects' security and care.

Loans are made in response to a written request from the borrower and are subject to a formal loan agreement (initiated by the borrower or the Sackler Gallery).

Loan Requests

Loan requests should be submitted a minimum of twelve (12) months before the opening date of the exhibition. Requests should include current facilities reports for all intended venues as well as a copy of the borrower's insurance policy.

The Arthur M. Sackler Gallery and the Freer Study Collection lend materials. The Freer Gallery of Art does not lend objects outside the museum.

Credit Lines and Wall Labels

Borrower publications, exhibition wall labels, and related web and marketing/public relations texts must use the descriptive text, credit lines, and museum name exactly as provided in the loan agreement unless another agreement is made in writing in advance. Final text for wall labels and catalogue object descriptions must be sent to the Sackler registrar for approval prior to publication.

Loan Fee and Costs

The Arthur M. Sackler Gallery charges an administrative fee of US \$500.00 per object for outgoing loans.

In addition, the borrower will pay all costs associated with shipment, including crate construction and packing. Costs of conservation, photography for condition reports, and mounts or framing may also be charged to the borrower. All packing and shipping arrangements must be approved by the Sackler Gallery in advance. The borrower will be responsible for courier costs as indicated below.

Exhibition Opening

Please send invitations to the opening of the exhibition to Dr. Julian Raby, The Dame Jillian Sackler Director of the Arthur M. Sackler Gallery and the Freer Gallery of Art, and to the chief curator for this loan.



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Catalogues

Send three copies of the exhibition catalogue and any other material printed in association with the exhibition to:

Rebecca Merritt
Collections Management
Arthur M. Sackler Gallery, Smithsonian Institution
1050 Independence Avenue, SW
Washington, DC 20560 USA

Reporting

Please send final attendance figures for the exhibition to Rebecca Merritt at the email address merrittr@si.edu.

Insurance

Please send a copy of the conditions and exclusions of the borrower's fine arts insurance policy for review by the Smithsonian's Office of Risk Management. If the conditions do not meet our requirements, it may be necessary to carry Smithsonian insurance on the loan and to bill the borrower for the cost. If the Sackler Gallery accepts the borrower's insurance, the Gallery must receive a certificate of insurance naming the Arthur M. Sackler Gallery, Smithsonian Institution, as the additional insured before any objects can be shipped.

In case of damage to the loaned object(s), the Sackler Gallery reserves the right to send a member of its staff to the borrower's venue to examine the loan, at the borrower's expense.

Courier

The Sackler Gallery requires a courier from its staff to travel with the objects and to oversee installation at the borrower's museum. The borrower will be responsible for courier costs: business class when traveling internationally with the objects (otherwise economy class), lodging (a minimum of three nights for international travel), per diem, and ground transportation expenses. The same shall be required at the close of the exhibition. For travel in the United States east of the Mississippi River, one night's stay is required unless otherwise dictated by installation needs and/or transportation schedules. For travel west of the Mississippi River, two nights' stay is required unless otherwise dictated by installation needs and/or transportation schedules.

The Sackler Gallery courier must receive the same per diem for each day, including travel days. The per diem may not be less than the amounts posted on the United States Department of State website listing per diems for government employees on official travel. Please see <http://www.gsa.gov/perdiem>.



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Installation

Design plans for the exhibition, including a layout showing walls, doors, and windows, as well as installation requirements for objects loaned from the Sackler Gallery must be sent to Rebecca Merritt at least four months before the opening of the exhibition for review and to allow the Sackler Gallery staff to plan any required preparation.

All construction work, installation of equipment, and painting in the room in which Sackler Gallery loans are installed, or adjacent to cases holding Sackler Gallery loans, must be completed before installation. Painting must be completed a minimum of three days before installation. If artwork will be installed on freestanding walls, the construction plan for the wall must be sent to the Sackler Gallery for approval in advance.

The crates or containers for the loan objects may be opened *only* in the presence of the Sackler courier. Likewise, loan objects must be installed and the cases sealed in the presence of the Sackler courier. It is understood that at no time will cases be opened or works be deinstalled without either the permission of the Sackler Gallery registrar or the presence of a courier appointed by the Sackler Gallery except in case of emergency. At the close of the exhibition, the same conditions apply in reverse. Framed works may not be unframed without the permission of the Sackler Gallery registrar.

Areas where the loan objects will be stored and/or displayed must maintain a constant temperature of 70° +/- 5°F; 21° C (>18°, <23°). Humidity must be maintained at 50%, +/- 5%. Climate requirements for these loans are on a case-by-case basis.

Framed objects will have hardware supplied by the Sackler Gallery and already attached to the frame. In most cases this will include two D-rings, as well as a security plate at the bottom of the frame. The supplied hardware must be used to install the framed works.

All three-dimensional objects must be exhibited in cases. The cases must lock or close with hidden security hardware.

If display mounts are available for the loans, JPEGs of the mounts and information regarding display of the objects will be forwarded to the borrower if applicable to the intended installation. Any new mounts must be reviewed and approved by the Sackler's conservation staff in advance of shipment.

Mounts in contact with objects must be inert and acid-free. Metal mounts must be coated with an acrylic resin, such as Acryloid B-72, or padded with a non-abrasive, inert material, such as polyethylene tubing or a non-wool felt.

All light sources must be kept outside of cases unless otherwise approved. Light levels for these objects are determined on an individual basis.



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Interiors of cases must be constructed of acid-free materials or those that emit the least amount of volatile chemicals. Avoid the following materials: unsealed wood, wool, sulphur dyes, rubber, oil- and lead-based paints; and products containing polyurethane resins, formaldehyde, or polyvinyl chloride.

Case Alarms

Please note: Case alarms might be required for this loan.

Rights and Reproductions

All rights and reproduction requests should be addressed to Betsy Kohut, tel: 202.633.0532; fax: 202.633.9770; email: kohutb@si.edu.

Additional catalogues may be required by the terms of the reproduction agreement.

Emergency Contacts

Rebecca Merritt, Collections Management
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merritr@si.edu

Bruce Young, Registrar
tel: 202.633.0351
fax: 202.633.9770
youngbr@si.edu

Jenifer Bosworth, Exhibitions Conservator
tel: 202.633.0373
fax: 202.633.9474
bosworthj@si.edu