

General requirements

- Requests must be submitted on official letterhead and addressed to the President and Chief Executive Officer. They must specify the title, dates or duration, and description of the exhibition (temporary, permanent, travelling, accompanied by a publication) along with the names and contact information of the person making the request and the authorized signatory.
- Loan requests must also contain a detailed list of the objects requested and their respective object numbers. It is recommended to verify the availability and relevance of the selected objects with the assigned curators before submitting the official request. However, this verification does not guarantee the approval of the loan.
- Include a detailed description of the borrowing institution (Standard Facility Report) – American Alliance of Museums recommended format: <https://ww2.aam-us.org/ProductCatalog/Product?ID=891> – as well as the temperature and relative humidity charts.
- The borrowing institution should allow for a processing period from the receipt of the official request to the scheduled delivery date of the objects:
 - 8 months: 1 to 4 objects
 - 12 months: 5 to 9 objects
 - 12 months: 1 object or more for an international loan
 - 18 months: 10 objects or more
(Note: this quantity of objects is considered a partnership and must be negotiated as part of a request to the management.)

Costs

- Administrative fees: file opening, examination, documentation, photography, condition report, and monetary appraisal: \$100 per object for up to 9 objects. Variable fees for more than 10 objects.
- If conservation treatments are necessary, the borrower will be charged an hourly rate of \$100 (including labour and treatment reports), plus the cost of materials.
- If framing or support making is necessary, the borrower will be charged an hourly rate of \$80, plus the cost of materials.
- Packing and crating, if carried out internally, are billed to the borrower at a rate of \$50 per hour (or \$350 per day), plus the cost of materials.
- Packing and crating, if carried out by a third party, are billed to the borrower.
- Loan objects must be transported, both from and back to the Museum, by a professional fine arts shipper approved by the McCord Stewart Museum. Transportation costs and coordination are entirely the responsibility of the borrower (including brokerage, customs clearance, and export permit fees, if applicable).
- If mount-making and on-site installation are deemed necessary by the McCord Stewart Museum, these costs shall be charged to the borrower at a rate of \$80 per hour, plus the cost of materials. If a courier is deemed necessary by the McCord Stewart Museum, the accommodation costs are covered by the borrower.

Documents

- A loan agreement prepared by the McCord Stewart Museum must be signed by the authorized signatory and returned to the Head of Collections Management to make the request official.
- The borrower must purchase a “wall-to-wall” policy to insure the total value of all items loaned and provide a Certificate of Insurance before collecting the items. The policy must name the McCord Stewart Museum as the beneficiary.

Notice

- The McCord Stewart Museum reserves the right to refuse any loan request, in whole or in part.
- The costs are representative and may be changed without notice.