

ARTIFACT LOAN POLICY

Section of Archaeology, The State Museum of Pennsylvania

Requests for a loan of artifacts from The State Museum's Section of Archaeology must be submitted in writing at least four weeks prior to the proposed loan period and include the following:

1. Purpose of loan.
2. Loan period. (Four years maximum; a two-year extension may be applied for before the close of the initial loan period. Approval of loan extension requests is not automatic.)
3. Description of objects to be borrowed. (This is usually prepared following an initial visit to the museum for the purpose of selecting artifacts.)
4. Verification of insurance required to cover the appraised value of borrowed artifacts. (Upon selection of artifacts, Section of Archaeology staff will supply the Lendee with a detailed appraisal of artifact values.)
5. Written description of proposed exhibit. Describe the exhibit environment (type of case, lighting, temperature and humidity controls), specific methods for mounting artifacts, and exhibit-specific security measures.
6. Written Facilities Report. This report is required for first time Lendees or institutions who have previously borrowed artifacts but who have not filed such a report. The report must provide a detailed description of the building in which artifacts will be displayed, including size (number of floors and rooms); nature of fire suppression systems and distribution throughout the building; climate controls (nature of HVAC systems and humidity controls); and nature of security systems employed throughout the building.

Upon review and approval of Loan Requests, Section of Archaeology staff will contact the Lendee and schedule an artifact pick-up date. Lendees are responsible for picking-up and returning borrowed artifacts. Artifacts must be returned in original packing materials and containers.