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.