



Best Practices for Incoming and Outgoing Loans

As some community museums look to update exhibits and put on some temporary exhibitions, it is important to understand the process for obtaining loans. This workshop will consist of two parts. The morning session will review the process for obtaining loans, including loan requests, environmental reports, and incoming/outgoing loan reports. Information on the new Artefact Loan Insurance Grant will also be provided. The afternoon session will review how to pack and crate artefacts for transportation either to or from the museum to meet best practices standards and to avoid artefact damage.



Participants to the workshop will:

- Understand the process of requesting loans from larger museums
- Understand how to navigate loan requests from larger museums
- Know how to complete the required paperwork for incoming and outgoing loans
- Know what they may have to update at their own museum to obtain loans from larger museums
- Learn more about the new Artefact Loan Insurance Grant
- Learn how to package and crate loans for shipment