

LOAN REQUEST GUIDELINES AND FEE SCHEDULE

Email loan requests to: Registrar, Christine Granat cgranat@thetrustees.org

Please include the following:

- Loan request letter addressed to:
John B. Ravenal
Vice President for Arts & Culture and Artistic Director, deCordova
51 Sandy Pond Road
Lincoln, Massachusetts 01773
- Exhibition information (exhibition title, dates, venues and scope or short description)
- Objects requested
- Standard Facility Report
- Contact information

General Requirements for Loan:

The deCordova Sculpture Park and Museum requires a minimum of 1 year to process loan requests for international exhibitions and 6 months to process loan requests for domestic exhibitions. Loan requests are reviewed and approved by the Collections and Exhibitions Committee on a quarterly basis. If approved, the Borrower will be sent a loan packet that includes a loan agreement with special conditions or requirements for transport, mounting and display, and if needed, conservation estimates. Borrower is responsible for all costs and expenses associated with the loan including, but not limited to the following: conservation, mounting, framing, packing, crating, shipping, permits/licenses, courier expenses, broker/customs fees, and any other loan related expenses. Borrower is also responsible for insuring the objects for the duration of the loan, including during transport.

Loan Fee Schedule	
Loan Fee (Local-MA only)	\$100 per item
Loan Fee, Domestic	\$175 per item
Loan Fee, International	\$300 per item
Conservation/Framing	<i>To be determined</i>
Packing/Crating/Shipping	<i>To be determined</i>
Appraisal	<i>To be determined</i>
Courier Per Diem	\$75 domestic / \$100 international per day and all travel expenses
Cancellation Fee	\$50 domestic / \$100 international and incurred preparation costs
Image Fee	<i>See Photographic Reproduction Fees List</i>
Reproduction Fee	<i>See Photographic Reproduction Fees List</i>