

# NEW MEXICO USEUM OF ART

## OUT-LOANS

The New Mexico Museum of Art welcomes requests of loans for scholarly and educational purposes with non-profit institutions such as museums, libraries, and universities.

### Procedures

Any party interested in initiating a loan of material from the Museum should first consult with the appropriate curator or registrar on the Museum's staff to determine whether or not the specific item(s) are part of our collections and are available for loan. For a list of our staff, please visit:

<https://nmartmuseum.org/about-us/contact>

Once availability is determined, the borrower must make a formal written request addressed to our director, on institutional letterhead. Some institutional affiliation is required. Loan requests may be mailed or emailed. Email addresses may be found at the link above. Our address is:

New Mexico Museum of Art  
107 W Palace Ave  
Santa Fe, NM 87501

The written request should include the following information:

- A clear description of the material(s) requested for loan, including Museum catalog numbers.
- A description of the purpose for which the materials are to be used while on loan (e.g., exhibit, analysis, educational program).
- The name of the individual who will be responsible for the loaned materials and act as the institutional contact for the Museum of Fine Arts' registrar. If the loan is requested by a university, this should be a tenured professor or registrar.
- The approximate date of origination and the anticipated duration of the loan, as well as exhibition dates.
- If applicable, any additional venues, along with their dates.

Our criteria for evaluating out-loan requests include:

1. The availability of the object.
2. The ability of Museum staff to process the loan without placing undue strain on staff and with sufficient lead time (at least six months to one year in advance for national loans, a year or greater for international loans).
3. A condition report on the object made by museum staff or an approved conservator, which takes into account the potential impact of the loan on the object, and the ability of any conservation treatments to be completed before packing and travel.
4. The value of the object to the collection, and the potential impact of damage or loss to the collections.
5. The appropriateness of the request to the nature of the object.
6. The positive impacts of the loan.
7. The ability of the borrowing institution to provide best museum practices in the care, handling, security, environmental conditions and lighting of the object, as well as any special conditions specified by the registrar or conservator in charge.

The borrower will provide:

1. An AAM Standard Facility Report, complete with museum plans and environmental readings.
2. Coverage of all financial liabilities incurred by the loan, including (but not limited to) insurance, photography, conservation, framing or mounting, crating, packing, shipping, installation, and return.

The Museum's registrar is responsible for all outgoing loans once initial approvals have been completed. Please allow at least one month for consideration of loan requests, as the registrar may request additional information. The Museum may require a conservation assessment of materials before they can be loaned, which could add another month or more to the process. Petitioners will be notified as soon as a decision is made as to whether their request has been approved or declined.