

**SAM NOBLE OKLAHOMA MUSEUM OF NATURAL HISTORY  
ETHNOLOGY DEPARTMENT  
LOAN TERMS AND CONDITIONS**

The Sam Noble Oklahoma Museum of Natural History certifies that the loaned object(s) is in condition to withstand ordinary strains of packing, transportation and handling. Borrower shall comply with all special instructions of the Sam Noble Oklahoma Museum of Natural History as outlined in writing and with respect to the care, handling, installation, presentation and security of the loaned object(s), all of which complies with standard museum practices. Smoking, eating, or drinking must be prohibited in the exhibition area and in the storage, receiving and loading spaces at all times when the loaned object(s) is within those spaces. The Borrower shall furnish the AAM Standard Facilities Report to the Sam Noble Oklahoma Museum of Natural History for the gallery to be occupied by the loaned object(s). Special environmental requirements include, but are not limited to: **Lighting:** Museum gallery lighting only; no direct sun light or fluorescent lighting, quartz halogen lamps must incorporate ultraviolet filters; 5 foot candles of illumination on works on paper and ethnographic objects unless specified otherwise; **Relative humidity:** recommended 45%, not to exceed fluctuations of +/- 5% within any 24 hour period; **Temperature:** recommended 68 F, not to exceed fluctuations of +/- 5 F within any 24 hour period; **Monitoring:** Temperature and humidity shall be recorded by either mechanical (continuous) or manual (periodic) measurements, copies of records are to be forwarded to the Sam Noble Oklahoma Museum of Natural History; **Security:** the gallery space in which the loaned object(s) is installed shall be under high security, including but not limited to responsible supervision of gallery space by guards or qualified attendants whose sole responsibility is the supervision of exhibition space; exhibition locked after public hours with alarms or patrol guards; sealed and/or alarmed exhibition cases; fire alarm and suppression in accordance with local ordinances and code.

**ADDITIONAL FEES.** Borrower shall be responsible for all local costs of the loaned object(s), including but not limited to loading and unloading, packing and re-packing, installation and dismantling, printed materials, programs, publicity, opening events and any additional security. The Borrower will also assume responsibility for all expenses incurred by the Sam Noble Oklahoma Museum of Natural History in work by conservators or other personnel to prepare the object for loan, in packing, crating, mount design and production, transportation, couriers, insurance, photography and any and all other related costs. The Sam Noble Oklahoma Museum of Natural History will make every effort to provide the Borrower with estimate in advance of all applicable costs.

**TRANSPORTATION.** Transportation will be by a fine arts shipper, and will meet the standards of the Sam Noble Oklahoma Museum of Natural History. The Sam Noble Oklahoma Museum of Natural History, in consultation with the Borrower, will make specific shipping arrangements, including but not limited to date and time of arrival and pick-up. Borrower agrees to meet all transportation requirements for the safety of the works of art and the timely shipment. Borrower agrees that if it is unable to receive and ship the loaned object(s) in compliance with the necessary transportation schedule, it will absorb the cost of an acceptable interim storage facility and any other expenses incurred by the Sam Noble Oklahoma Museum of Natural History resulting from its inability to comply with such schedule. Repacking must be done with either original or similar materials and boxes and by the same methods as the object was received.

**HANDLING, PACKING and INSTALLATION.**

All crates and packing materials shall be stored on-site under appropriate environmentally controlled conditions. All packing and unpacking instructions sent by Sam Noble Oklahoma Museum of Natural History shall be followed explicitly by personnel provided by Borrower who are trained in fine arts handling and packing. The unloading, unpacking, handling, re-packing and reloading of the loaned object(s) shall occur under the supervision of the Borrower's registrar or curator in consultation with Borrower's conservators, collection care team and security. Each object shall be handled with the same care as the Borrower uses in

handling its own property. All crates, packing materials and travel mounts shall be stored in an on-site location with environmental conditions stipulated above. The Sam Noble Oklahoma Museum of Natural History, in consultation with the Borrower, will make specific arrangements for the design and production of any/all exhibition mounts needed for the loaned object(s). Any such mounts must be approved by the Sam Noble Oklahoma Museum of Natural History prior to use and installation.

**INSURANCE.** The Borrower shall insure the loaned object(s) for the value stated on the face of this agreement on a wall-to-wall basis against all risk of physical damage from any external cause except: wear and tear, gradual deterioration and other standard exclusions contained in fine arts insurance policies. The Borrower will be held responsible for any damages that result from gross negligence on the part of the Borrower or the failure of the Borrower to comply with the Sam Noble Oklahoma Museum of Natural History's notes and instructions regarding care, preservation, security, unpacking/re-packing, handling, installation, and shipment. The Borrower will furnish the Sam Noble Oklahoma Museum of Natural History with a certificate of insurance or a copy of the policy made out in favor of the Sam Noble Oklahoma Museum of Natural History prior to shipment of the loan. The Sam Noble Oklahoma Museum of Natural History must be notified in writing at least 30 days prior to any cancellation or meaningful change in the Borrower's policy. Any lapses in coverage, any failure to secure insurance and/or inactions by the Museum will not release the borrower from liability for loss or damage.

**HANDLING AND CARE.** Borrower will exercise the same care with respect to the loaned object(s) as it does in the safekeeping of its own property. If damage or deterioration occurs, the Borrower shall notify the Sam Noble Oklahoma Museum of Natural History promptly by telephone at (405) 325-1600 or (405) 325-5481 and shall cooperate with the Sam Noble Oklahoma Museum of Natural History in documenting the damage in writing and filing required insurance and other reports. Should damage occur in transit, the Borrower shall notify the Sam Noble Oklahoma Museum of Natural History and save all packing materials for inspection. The loaned object(s) shall remain in the condition in which they are received. The loaned object(s) shall not be removed from mounts or bases, nor cleaned, repaired, or transported in damaged condition except: (a) with the prior written permission of the Sam Noble Oklahoma Museum of Natural History or (b) when the safety of the work makes such action imperative. Additional and supplemental special instructions regarding care, handling, installation and security may be provided in writing by the Sam Noble Oklahoma Museum of Natural History prior to and including the time of the Exhibition and the Borrower agrees to be bound by such additional instructions.

**PUBLICITY.** The Sam Noble Oklahoma Museum of Natural History will supply the Borrower with a credit notice/line. The Borrower agrees that all labels within the Exhibition, all publicity releases, invitations, announcements, catalogues and other printed matter concerning the loaned object(s) shall contain a credit notice/line. The aforementioned notice will include the words: "On loan from the Sam Noble Oklahoma Museum of Natural History, University of Oklahoma." The Borrower shall send to the Sam Noble Oklahoma Museum of Natural History copies of any printed matter relating to the Exhibition and loaned object(s).

**REPRODUCTIONS AND PHOTOGRAPHS.** Except where written notice by the Sam Noble Oklahoma Museum of Natural History is given, only reproductions and photographs provided by the Sam Noble Oklahoma Museum of Natural History for publicity use may be used without restriction in newspaper and magazine articles and television programs reviewing or discussing the loaned object(s), provided however such articles or programs shall disclose that the loaned object(s) were provided by the Sam Noble Oklahoma Museum of Natural History. No other photography or reproduction of any type in any medium, except those associated with condition reports, and records purposes shall be permitted.