

Outgoing Loans: Policies & Fees

The lending or borrowing of collections is fundamental to the mission of The Driskell Center, in that it promotes the dissemination of educational information regarding the holdings of The Driskell Center and similar institutions to broader audiences. However, due to the high standard of care expected for collections, The Driskell Center requires responsible and disciplined lending and borrowing of collections via a rigorous adherence to standards set forth by the American Alliance of Museums (AAM).

Loan requests are reviewed and evaluated on the merit of the exhibition project, the relevance, availability, and condition of the requested artwork, and the borrower's ability to meet all lending requirements. The Driskell Center reserves the right to deny a loan request if it is not determined to align with these conditions.

Formal request letters should be addressed to Dr. Jordana Moore Saggese, The Driskell Center Director, and submitted via email to registrar-driskellcenter@umd.edu.

The request letter should include:

- Exhibition title
- Venue(s) and dates
- A completed [General Facility Report](#) for venue(s)
- List of requested object(s) with The Driskell Center's accession number(s); please refer to our [collections online](#)
- An exhibition summary and justification
- Borrower's curator and registrar contact information

Loan requests must be received at least 6 months in advance of the exhibition start date (12 months in advance for requests of 5 or more works). Loan fees enable The Driskell Center staff to allocate the time required to process and prepare artworks for loan.

All fees must be approved by The Driskell Center Director.

Loan Administration Fees

Borrowers of approved loans are responsible for all related costs, including but not limited to:

- Loan fee of \$250 for the first object and \$125 for each subsequent object
 - For university museums, a loan fee of \$125 for the first object and \$75 for each subsequent object
- Wall-to-wall fine art insurance coverage

- Conservation treatment
- Preparation (matting/framing, glazing, and mount-making)
- Packing, crating, and fine art shipping
- Courier expenses

Loan requests received within six months of the opening date will be considered on a case-by-case basis with an added rush fee of \$250. The Driskell Center reserves the right to deny a request for a loan for any reason.