

## OUTGOING LOAN

Accession/Call number(s): \_\_\_\_\_  
Borrower: \_\_\_\_\_  
Exhibition: \_\_\_\_\_  
Exhibition Dates: \_\_\_\_\_ - \_\_\_\_\_  
Loan Dates: \_\_\_\_\_ - \_\_\_\_\_

Loan request received

Exhibits Coordinator notified

Collection Curator notified

Facility Report requested by Exhibits Coordinator

Facility Report received by Exhibits Coordinator

Materials analyzed by Curator, Conservation consulted as needed

Condition report(s) completed for object(s)

Object Details Form completed by Curator

Loan form sent to borrower by Exhibits Coordinator

Completed loan form received from Borrower

Certificate of Insurance received from Borrower

Loan form signed by Associate Dean

Copy of completed loan form sent to Borrower

Completed loan form added to Exhibits Coordinator file

Shipping arrangements complete

OUT receipt complete

Loan noted in object database/catalog