

Outgoing Loan Information Form

**Please Note: We will need at least six months advance notice for all loan requests.**

Primary Contact at Emory for all loans:

Courtney Chartier

Head of Research Services

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**Exhibition Information**

***Please send a facilities report for the exhibit space, storage area, and loading dock.***

Name of primary contact:

Phone # & email:

Exhibit title:

Exhibit location:

Dates of Exhibit:

Inclusive Dates of the Loan:

How items will be displayed (in vitrines, frames, etc.):

Name of person mounting the item:

Title of person mounting the item:

 Will there be a catalog, educational materials, video, web site, or other collateral publications?

 Will reproductions of the materials be needed for those publications or for the exhibition itself? (Emory usually provides all reproductions, so advance notice is required.)

**Description of Item Requested**

Collection:

Creator:

Title/Description:

Date:

Call No./Box-folder:

How item will be displayed:

Comments:

Please feel free to attach a separate exhibit item list as needed.

**Shipping Information**

Date materials are needed:

Date materials will be returned:

Exact address for shipping:

**Insurance**

We require a Certificate of Insurance for the requested items at the time of the loan. We will supply you with valuations of the materials.

**FEES**

If fees are charged for this exhibit, payment is due prior to shipment of the exhibit.

**Additional Information**

The borrowing repository is responsible for any further costs including shipping, exhibit materials, mounts, etc.

Rose Library is not the copyright holder for most of the materials in its collections. The borrowing repository is responsible for obtaining copyright approval from the copyright holder, or making their own determination of fair use as codified in Section 107 of U.S. Copyright Law. We cannot assist with this process.