



## Loan FAQ

- How can my organization request a loan of objects?
  - o Requests should be received at least 4 months in advance of the target date to allow ample time for review and preparation of items. The request should be made on organization letterhead, and indicate the purpose of the loan, date span, and the items requested. An AAM Standard Facilities Report must also accompany this request. Please note that loans are issued for up to one (1) year terms which may be annually renewable upon review by the Collections Management Team (CMT). Once the loan is approved, a copy of the institution's certificate of insurance must be received by the Registrar's office before any items can be transferred. Requests can be scanned and emailed to [registrar@ohiohistory.org](mailto:registrar@ohiohistory.org) or mailed to:  
Registrar's Office  
Ohio History Connection  
800 E. 17<sup>th</sup> Ave.  
Columbus, OH 43211
  
- Who approves loan requests?
  - o The Collections Management Team (CMT), a committee of curators and collections staff, meets monthly to discuss and approve loan requests, as compiled and presented by the Registrar. After the CMT has made their recommendations, borrowing institutions will be notified by the Registrar's office regarding the status of their request. Submission of a loan request does not guarantee approval, but is an important first step in the process.
  
- Are there fees associated with borrowing objects from the collection?
  - o The Ohio History Connection has an established fee structure for outgoing loans. Please contact the Registrar's Office for more information: [registrar@ohiohistory.org](mailto:registrar@ohiohistory.org) or 614-297-2521.
  
- What might cause a loan request to be declined?
  - o While we are committed to making the loan process successful whenever possible, a loan request may be declined for any of the following reasons:
    - the borrowing institution does not have adequate security and/or climate controls;
    - the material cannot withstand the rigors of packing and/or transport;
    - the Ohio History Connection does not hold clear title to the material;
    - there is ongoing research involving the material;
    - there are cultural considerations that prevent a loan;
    - the material has great monetary value or is irreplaceable;
    - the material is too important to the history of Ohio and its people; or
    - the absence of the material would have a negative impact on the visiting public.

- Who pays costs associated with loans?
  - o In addition to loan fees, any expense related to the loan is borne by the borrower. This includes, but is not limited to: conservation; packing; crating; and shipping.
  
- Can images of the item(s) be reproduced while on loan?
  - o While material is on loan to another institution, the Ohio History Connection retains ownership of the copyright and use of any images of the object on loan. All requests to photograph or reproduce the object(s) on loan must be approved by OHC. Please contact [images@ohiohistory.org](mailto:images@ohiohistory.org) or 614-297-2530 for questions regarding use.