



### Instructions for Completing Loan Forms

- Please fill in all missing contact information.
- Assign your object(s) an insurance value. If you would like your object(s) to be covered under the Museum's insurance policy when it is in the Museum's possession, you must indicate a replacement value.
- Please also fill in any other missing information about the object(s), such as dimensions, framing information, special requirements for display, etc.
- Indicate how you would like the object to be shipped to and from the Museum.
- Please indicate whether or not you give the Museum permission to attach security hardware, mounts, hanging apparatus, etc., to your object(s).
- Fill in your credit line, which will be on your object's exhibition label. You can choose to remain anonymous.
- Fill in any other special conditions that you may have regarding your object(s).
- Please sign both copies of the loan agreement and send both copies back to the Museum in the envelope provided. We will then countersign both copies, and send you one copy for your records.

If you have any questions, please contact Winona Packer, Registrar for Exhibitions and Loans at 917-492-3370 or [wpacker@mcny.org](mailto:wpacker@mcny.org).

Thank you for your cooperation!