

IQSC Loan Policy

Insurance:

The borrowing institution assumes responsibility for insurance. Individual insurance values are stated on exhibition checklist; Total insurance value is also stated on exhibition checklist.

A certificate of insurance must be provided by the borrowing institution prior to departure of quilts from the International Quilt Study Center & Museum (hereafter referred to as the IQSC).

Any loss, damage, or theft must be reported to the IQSC contact person immediately.

Shipping and transportation:

The IQSC will arrange all shipping, including use of art shipper or courier (shipping expenses are included in exhibition fee).

Care & Handling:

The IQSC reserves the right to have a staff member present during installation and deinstallation of the exhibition. The borrowing institution must provide staff or other qualified individuals to assist during these activities.

Objects must be handled with gloves.

No cleaning, restoration, or alteration of the objects may be done without permission. No pinning of quilts is allowed.

Security:

A locked, environmentally safe interior exhibition and storage area is required. While on display, the objects must be guarded at all times by a sufficient number of security personnel and/or by an automated security system.

Strict provisions are to be made to prevent the public from touching exhibition items.

No smoking, food, or drinks are allowed in the display or storage area.

Environment and Lighting:

Environmental conditions of 70 degrees F +/- 3 degrees and relative humidity of 50% +/- 5 percent is required. Controlled light levels are required. Interior lighting must not exceed 5 - 6 footcandles (50 - 60 Lux). No exposure to sunlight or fluorescent lights is allowed.

Photography:

No photography of the exhibit is allowed without prior written consent. Promotional materials are available from the IQSC.

Condition Reports:

Upon arrival, the borrowing institution shall examine each object, make a condition report, and compare this report to the IQSC's pre-shipment report. A post-exhibition condition report should also be completed. Any changes in condition should be reported to the IQSC contact person immediately.

Copyright restrictions:

No commercial use of the exhibition or its materials is allowed without previous written permission of the IQSC.

Cancellation/Return:

The IQSC reserves the right to recall the objects from loan or cancel the loan for good cause at any time. Objects lent must be returned to the International Quilt Study Center by the stated return date. Any extension of the loan period must be approved in writing.

Publications Policy:

The borrowing institution will credit the IQSC in all labels, publicity, publications, and public releases of information unless otherwise directed. The borrowing institution will provide the IQSC with at least one copy of any published material pertaining to the IQSC or its quilts.