

Spring Ahead



CMC

Newsletter
Spring Issue 2007

COLLECTION MANAGERS COMMITTEE OF THE TEXAS ASSOCIATION OF MUSEUMS

CAN I BORROW YOUR STUFF?

Building Lender Relationships and a Better Loan Agreement

Collections Managers Committee, TAM Workshop
Bob Bullock Texas State History Museum
Austin, Texas, January 29, 2007

Moderated by: Kathleen Koonce, Museum Registrar, The Bob Bullock Texas State History Museum

Speakers: Rebecca Huffstutler Norton, Collections Manager Consultant, Frontier Times Museum
Laura Condon, Willis Fine Art Insurance
Michael MacDonald, Registrar, Lyndon Baines Johnson Library and Archives
Sue Ellen Jeffers, Registrar, The Blanton Museum of Art

Review by: Callie Morfeld Vincent, Assistant Registrar, Amon Carter Museum

Rebecca began the workshop by making the all-important statement "institutions must have a loan policy." A loan policy ensures that proper protocol is followed when anything is loaned out or accepted in as a loan. It outlines who to loan to, what to loan and what types of loans can come in to the building, including short-term, long-term and exhibition related loans. Why do we loan objects from our collections and why to we ask to borrow?

Loans can be important components in the sharing of cultural artifacts. They not only expose new audiences to your object, but they expose your object to possible new interpretations. For private lenders, loans can instill a sense of ownership and participation in the community. What is the best way to request a loan? A request letter should be sent to the director of the lending institution and must be as detailed as possible. It must include all pertinent information about the object, the loan period, venue's and a statement describing the importance of the object to the exhibition. If you are the lending institution, be sure to process the request according to your policy.

For many institutions, a committee of various staff members will approve or deny loans based on several factors. A registrar will check the object's availability and any legal restrictions. A conservator, collections manager or registrar will examine the object's condition. And finally, in some cases, the director or board of trustees will have final approval.

After the approval process is finalized, the borrowing institution will send out a loan agreement along with loan conditions. This is where things become sticky. Most lending institutions *also* send out a loan agreement. Both loan agreements outline much of the same information: Lender/borrower, object information, insurance, shipping/packing instructions, reproduction stipulations and credit line. Whose agreement is Law?! According to attendees of the workshop, the lender's agreement will trump the borrower's. This must, however, be agreed upon before the loan is made.

To help make certain your relationship with a lender remains strong and stable during and after a loan is returned, provide the lender with any material

(Continued on page 3)



Letter From the Chair

For the next few weeks many people will be biting the end of their pencils trying to finish (or begin) their presentations for the Texas Association of Museums annual conference in Austin. I feel for all of them. It is a lot of work to prepare to share what you know with an audience.

Some of you might just be in that boat – thank you in advance for what you are about to share.

The rest of you – here is something to keep in mind. Perhaps your museum is spending money out of that cut and re-cut budget, just so you can attend. Perhaps your museum is giving you the time to attend. Or perhaps you are lucky and your museum is doing both. Either way, you have a responsibility to show up, to attend as many sessions as possible, to eat the

cold chicken at lunch and leave on the last bus of the evening event, just so your museum can get their money's worth.

But I hope each of you sees this as the perfect opportunity to WANT to be there. This is the time to refill that glass which might be more than half empty. A time to want to learn something new – so, when you are going through the program to plan out your conference - find something different. Take the opportunity to learn about something not in your area. Pencil in time to look at something outside your share of the field in the exhibits hall. Call a colleague or two and plan a coffee break together and each of you has to bring brochures from a booth from a vendor you have never hired before in your museum and tell each other about what they offer. Make it fun!

Congratulations!

CMC would like to extend our heartfelt congratulations to Kathleen Roland on her retirement after 28 years and 10 months of service as Curator of Collections at Fort Concho National Historic Landmark. Kathy has been involved with CMC since its very inception. She was one of the original founding members and served as our very first newsletter editor. She has served as an officer on several different occasions in the Secretary and Officer-at-Large positions, received the CMC scholarship in both 1997 and 2001, and was our Outstanding Member in 1992 (the second time the award was given). We're thrilled to report that Kathy intends to keep up her membership with CMC and will continue on the CMC e-Group. Please join us as we extend our warmest congratulations to Kathy and wish her the best of luck and relaxation in her retirement.

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CMC Newsletter
is a quarterly publication of the Collection Managers Committee, a non-profit affinity group of the Texas Association of Museums. Submissions are due to the Editor by the first of March, May, August and November.

Printing and mailing costs for this issue were donated by the Mary Kay Museum, Mary Kay Inc., Dallas, Texas.

CHECK YOUR CALENDAR



TEXAS ASSOCIATION OF MUSEUMS 2007 SESSIONS

Tuesday, April 17

9:00 - 4:00

Digital Photography Basics

Learn how to use your digital camera in your collections. The workshop will cover using the camera, data storage, resolution, file naming and other topics of interest.

Wednesday, April 18

8:45 - 10:00

Conservation "Mixer"

This session covers basic conservation issues for textiles, paper, books, leather, metal and furniture, with hands on demonstrations and do-it-yourself tips for basic collection preservation.

10:30 - 11:45

Cool It Down or Heat It Up? Environmental Monitoring Basics for Historic House Museums

This session will discuss the unique challenges facing historic house staff as they try to maintain their environment.

I'm All Alone... On An Island... and I'm Calm

A basic stress relief session that will address time management, training and making the best of your situation.

3:45 - 5:00

Locating Collections Resources

An introductory session aimed at showing everyone unique tips, tricks and shortcuts. Why reinvent the wheel when you can share information on how to find materials on a shoe-string budget, learn what resource books give you the best bang for your buck, and where to go when you have questions.

Thursday, April 19

8:45 - 10:00

Caring for Your Outdoor Collections

This session will discuss the care and feeding of your outdoor art.

10:30 - 11:45

The Hidden Dangers of Hazardous Materials

Sometimes working in the collections can be a dangerous job. Learn how to identify dangerous materials in your collection and what you should do with them.

Friday, April 20

9:00 - 10:15

The Ins and Outs of Condition Reporting and Proper Art Handling

The title says it all.

I've Seen Fire & I've Seen Rain: Dealing with Disaster

Learn how to deal with disaster from two people who have been through it. Scott Peck of the Biblical Arts Center (fire) and Sue Denosowicz of Beaumont (rain).

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(Continued from Page 1)

published on the exhibition, offer a walk-through of the exhibition if he/she is unable to attend the opening, and send a final thank you letter once the object has returned.

Laura spoke more specifically on the mechanics of insurance on loans. Wall-to-wall fine art museum policies automatically cover objects on loan to other institutions. Along with loan agreements come certificates of insurance, which are evidence of coverage and not coverage itself. She feels there is no reason for a lender to be listed as both an additional insured and a loss payee on the borrower's policy. It is a matter of the priority of payment. She advises requesting loss payee status and not additional insured.

As a lender, be sure to find out the type of policy the borrower carries and that your object is covered under it. This applies more specifically to non-wall-to-wall policies and large property insurance policies. Ask to see a list of exclusions on these policies and have a broker review the policy language for any hidden pitfalls. Also be aware of the following clauses and coverage requirements in a loan agreement:

clauses that require items be insured for current market value (be sure to list the value,) choice of venue in the event of a claim, terrorism coverage, and dates of coverage.

Not only should all of these issues be addressed before signing a loan agreement, but a little leg work before the loan is even requested is good advice from Michael MacDonald. Michael emphasized the importance of knowing what you're looking for. As the Registrar at the LBJ Library and Archives, he stressed the need to do your research, especially when requesting a loan from an entity as large as the National Archives and Records Administration.

We closed our workshop with a wonderful tour of the new Blanton Museum of Art building by Sue Ellen Jeffers. Unfortunately for Sue Ellen, we came during the outgoing shipment of a large exhibition. However, our group did benefit from this for we queried her on the agreements and experiences she had had with international institutions, something we only touched upon briefly during the day.

MEMBERSHIP FORM

\$15.00 yearly dues

Please Print Clearly

Name: _____ Institution: _____

Address: _____

City: _____ State: _____ Zip Code + 4: _____

Phone: _____ Fax: _____ E-Mail: _____

Please make checks payable to the Collection Managers Committee.
Send check and form to Kim Cupit, Denton County Museums,
110 W. Hickory, Denton, TX 76201



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THE TEXAS ASSOCIATION OF MUSEUMS



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\$00.390

03/26/2007

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