

Loan Request Form:

Loan requests for Human History & Archives loans can be initiated by the submission of this Form, via email or regular mail to:

Senior Registrar
Royal British Columbia Museum
675 Belleville Street
Victoria, BC, Canada
V8W 9W2
(email: registrar@royalbcmuseum.bc.ca)

Eighteen months is the standard time required to process a loan request. Your loan request will be assessed by appropriate curators, archivists, collections managers, conservators and registrars. RBCM workload/scheduling, risks relating to the borrowing facility, intended use and object availability will be considered in an assessment of this request. Further information will likely be requested from you, (e.g. Facilities Report). **The Senior Registrar will let you know of the assessment within 30 working days of receiving your request.**

Contact Information:

Name of Borrowing Organization, Address (mailing address, email address, website URL)

Contact Person (include name, title, email address, phone number)

Purpose of Loan:

Research Publication Exhibition

Name and description of Exhibit

Is this a single-venue or a multi-venue Exhibit ? If multi-venue, list all venues and dates

Loan Start Date _____ **Loan End Date** _____

(allow extra time for inbound shipping, unpacking, mount making, photography, exhibit installation plus exhibit dismantling, repacking, outbound shipping)

Object List:

Be as specific as possible and list object/record catalogue numbers, description, artist/culture, date created, discipline

Object Catalogue #	Brief Description	Artist/Maker/Culture	Date	Collection/Discipline