



FIDM Museum & Library, Inc. LOAN PROGRAM

Thank you for considering borrowing objects from the FIDM Museum at the Fashion Institute of Design & Merchandising, Los Angeles. We welcome requests from institutions of all sizes, within the United States and internationally. Below are the procedures for requesting a loan from the FIDM Museum. We ask that you make your request at least 6 months before the loan period begins.

Contact

Registrar Leigh Wishner,
lwishner@fidmmuseum.org
213-623-5821 x3275

Loan Request

Please send a Letter of Request and General Facilities Report to:
Barbara Bundy, FIDM Museum
Director, 919 S. Grand Avenue,
Suite 250
Los Angeles, CA 90015

- **Letter of Request** must include a list of items you wish to borrow, exhibition title, loan period, venue address, contact person with phone number and email address
- **General Facilities Report** (from American Alliance of Museums) for exhibition venue

Loan requests are considered based on:

- Availability of the item(s)
- Condition/Recent display activity
- Information provided on the General Facilities Report

Once approved, FIDM Museum will require:

- A **certificate of insurance** to be on file before the loan is shipped
- **Loan fee deposit** to be paid in a timely manner

The registrar will make arrangements with the borrower for transportation, installation, and insurance. The borrowing institution is responsible for all conservation, custom mounts (if required), packing, crating, shipping, and installation costs, to be paid directly to a mutually agreed upon vendor(s). **We require handling of all museum objects by a FIDM Museum representative(s).**

Fee Schedule

Non-refundable \$200 administrative fee per object at signing of Loan Agreement

- 50% deposit due at signing of Loan Agreement. Remainder due at receipt of loan objects. Deposit is non-refundable, due to the administrative cost of preparation leading up to the loan agreement
- For traveling exhibitions, the administrative fee is due for each venue planned at time of signing. If more venues are booked after the Loan Agreement is signed, additional loan fees will be charged
- Loan fee waiver may be requested and will be reviewed on a case-by-case basis
- All fees listed in US Dollars

Shipping

We require fine art, climate-controlled shipping for all Museum objects. If the objects arrive early, they must remain crated until our staff arrives to unpack, condition report, and install the objects. (Exception may be made in the case of visible damage, with FIDM Museum approval)

Installation/ De-Installation

The borrowing institution pays for the following expenses for FIDM Museum staff member(s) to travel, both for installation and de-installation:

- Round-trip Economy Class air transportation (Business Class for international travel) to and from FIDM Museum and the borrower's location, including, but not limited to, airfare, checked baggage fees, parking, cab fare, mileage, tolls, and car/truck rental, as appropriate
- Overnight accommodations, to be paid for and arranged by the borrower. Hotel must be approved by FIDM Museum before booking
- Per Diem for courier's expenses may vary based on location, but not less than \$100 (USD) per day, including travel days. Cash upon arrival at borrowing institution is required. This per diem does not cover courier transportation to/from airport

Additional Courier Expenses

In some cases, the object may need to be couriered by FIDM Museum staff. The above expenses would be required, as well as accommodations for additional time required for acclimatization of the objects. Some rare/highly valued items may require an airline seat next to the courier.

Other Expenses

- **Conservation** may be necessary, at the discretion of the FIDM Museum. All conservators and treatments must be approved by the FIDM Museum
- **Mount-Making** for shipping and/or display can be built in-house. \$500 fee per mount, plus cost of supplies. (Invoiced at signing of Loan Agreement, or as soon as mounts are requested)
- **Photography** for publication purposes may be possible, depending on scheduling requirements. The fee is set on a case-by-case basis
- **Image Licensing** is available for all FIDM Museum photographs, with curatorial approval. A \$100 fee applies, per image and per usage

Cancellation

The FIDM Museum requires **two weeks' notice** prior to shipment date in order to cancel the loan. When less notice has been provided, the borrower may be responsible for an additional fee.

Renewals

Loan renewals are not guaranteed and are subject to the per object fee at the time of renewal. All renewal requests must be submitted at least **four weeks** before end of loan period.

*All loan fees are to be paid to **FIDM Museum & Library, Inc.** via check or money order*