

Archives and Collections: Loan Request Form

Please refer to the Guidelines to Support Borrowing document when filling out this form.

1. Contact details

Name of institution requesting the loan

Address of institution requesting the loan

Contact details

2. Venue and exhibition / event details

Name and address of exhibition venue (if different from above)

Proposed dates

Proposed entrance fee

Please confirm you are willing to meet National Museums Scotland's requirements for security, environment¹ and display² for loan objects, and will cover any costs and insurances associated with conservation and transit.

¹ <https://www.museumsgalleriesscotland.org.uk/advice/collections/temperature-and-humidity-in-museums/>

² <https://www.museumsgalleriesscotland.org.uk/advice/collections/conservation-and-lighting/>

Please confirm you have provided a facilities report with this form.

3. What you'd like to borrow and why

Objects requested for loan (include GSA ref numbers if possible)

Proposed name and subject/scope of the exhibition/event and how the loan relates to it

How will the exhibition advance equality of opportunity, as outlined in the UK's Public Sector Equality Duty³? (250 words max)

Please give details of any educational programmes or activities that will accompany the exhibition (250 words max)

³ <https://www.gov.uk/government/publications/public-sector-equality-duty>

Which audiences do you hope to target and reach through the exhibition, and how will you evaluate success? (250 words max)

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

4. Evaluation and Feedback

Please give details of how you intend to evaluate the success of the exhibition and loan, and what you will be able to share back with GSA

Please complete this form and send to archives@gsa.ac.uk