


# ARCHIVES & COLLECTIONS : FORM LOAN REQUEST

SEPTEMBER 2022

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## How to send us this form:

Please fill in all required fields and then save or download  the PDF, making sure to select the *with your changes* option. Locate the saved file on your device (usually in the 'Downloads' folder) then email it to:

[archives@gsa.ac.uk](mailto:archives@gsa.ac.uk)

## Important note:

Before filling out this form, please review the 'Guidelines to Support Borrowing' document in the [policies and guides area of our website](#).

## 1. Institution details

Name of institution requesting the loan\*

Institution address\*

Website / URL\*

Name of main contact\*

Telephone number\*

Email address\*

## 2. Venue and exhibition / event details

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

Proposed dates\*

Proposed entrance fee\*

### Confirmation

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

Please confirm you will provide a full 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\*

Please summarise how the exhibition will advance equality of opportunity,  
as outlined in the UK's [Public Sector Equality Duty](#)\*

Please give details of any educational programmes or activities that will accompany the  
exhibition

Which audiences do you hope to target and reach through the exhibition, and how will you evaluate success?\*

## **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\*