



NMAH Division Object Information Sheet

A complete, official request to borrow objects from the permanent collection of the National Museum of American History requires the division to negotiate the availability of collections with the potential borrower and to provide the minimum descriptive information within this form. Potential Borrowers must have this information to request the loan. This form should be used as a checklist to indicate availability of required information in XG. When information is complete and objects are provisionally available for loan, add the XG records to the Object Group matching the Loan number. Loans Program staff will verify the accession status of the object and provide the potential borrower with object information. Providing this information does not constitute approval of the Loan.

| Museum and Exhibition Information | Loan Number |
|---|---|
| Requesting Museum _____ | Point of Contact _____ |
| Address _____ | Title _____ |
| City _____ | Phone Number _____ |
| State _____ | email _____ |
| Zip Code _____ | |
| Country _____ | |
| Exhibition Title _____ | Exhibition Venue _____ |
| Exhibition Begin Date _____ | Loan Begin Date _____ |
| Exhibition End Date _____ | Loan End Date _____ |
| Object Information (repeat for each object) | |
| Division _____ | Division POC _____ |
| Accession Number _____ | Catalogue Number _____ |
| Object Name _____ | XG ID _____ |
| Object Title _____ | Number of Parts _____ |
| | Are all parts and associated components included in loan? _____ |
| Photograph in XG _____ | |
| Physical Description _____ | |
| Materials _____ | Date of Manufacture _____ |
| Dimensions _____ | Country of Origin _____ |
| Maker _____ | Endangered Species _____ |
| Special requirements for handling and display _____ | |
| For Museum use only | |
| Insurance Value _____ | |

Available to loan? _____

Legal Title Check? _____

Tier _____

Priority _____

Object Information

Division _____
 Accession Number _____
 Object Name _____
 Object Title _____
 Photograph in XG _____

Division POC _____
 Catalogue Number _____
 XG ID _____
 Number of Parts _____

Physical Description _____

Credit Line _____
 Materials _____
 Dimensions _____
 Maker _____
 Notes for Lending _____

Date of Manufacture _____
 Country of Origin _____
 Endangered Species _____

For Museum use only

Insurance Value _____
 Available to loan? _____

Tier _____
 Legal Title Check? _____

Object Information

Division _____
 Accession Number _____
 Object Name _____
 Object Title _____
 Photograph in XG _____

Division POC _____
 Catalogue Number _____
 XG ID _____
 Number of Parts _____

Physical Description _____

Credit Line _____
 Materials _____
 Dimensions _____
 Maker _____
 Notes for Lending _____

Date of Manufacture _____
 Country of Origin _____
 Endangered Species _____

For Museum use only

Insurance Value _____
 Available to loan? _____

Tier _____
 Legal Title Check? _____