**CHECKLIST FOR LOANS IN**

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| **LIST OF ITEMS BEING LOANED IN**  |
| **Item name, title (if applicable) and maker or manufacturer:** |
| **HAHT archive number**  | HAHT 2022/0001 |
| Owner’s reference number: |  |
| Owner or lender name and address:  |  |
| Telephone number: |  |
| \*Email Address: |  |
| Contact name (if different from above): |  |
| Materials or Item details (i.e. manufacture date, painting glazed or unglazed with picture glass or low reflect): |  |
| Dimensions at the Item’s widest points, (i.e. external frame size indicate metric or imperial): |  |
| Weight (approximate kg or lbs): |  |
| Does it come with related parts: keys/boxes; |  |
| How would you like the Item displayed:(behind glass etc); |  |
| Does the Item require special handling, packing and transport: |  |
| **Environmental parameters for display** |
| UV level: N/A |  |
| Other special requirements? |  |
| Does this Item require a licence or legal documentation: ie gun, CITES, export licence; |  |
| Do you own the copyright? Yes/No If not, do you know who does? |  |
| If you own the copyright, will you permit reproduction for the following purposes? (TICK) |
| General publicity | TV | Catalogue | Leaflets | Web-site | Merchandise |
|  |  |  |  |  |  |
| Can you supply a colour transparency or digital image? |  |
| How you wish to be credited on reproduction: |  |
| How would you like to be credited in the catalogue or on the exhibition label: |  |
| Valuation (Pounds Sterling): |  |
| Valuation date: |  |
| Briefly provide an initial visual condition check: (can be done by Owner, Lender or a Conservator) |
| (INCLUDE ANY DAMAGE, TEARS, MARKS ETC) |  |
| Date this checklist is completed: |  |
| **Signed for and on behalf of HAHT**  | **Signed by owner / lender**  |
|  |  |
| **Print Name;**  |  | **Print Name;**  |  |