**CHECKLIST FOR LOANS IN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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;** |  | | |