

KentuckyHistoricalSociety

Kentucky Historical Society Loan Program

Thank you for considering borrowing artifacts from the Kentucky Historical Society (KHS). KHS welcomes requests from institutions of all sizes both in-state and out-of-state. Below are the basic procedures for requesting a loan from KHS. Please let our registration department know if you have any questions about the process or need help getting started.

Contact:

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Loan Procedures for Kentucky Institutions

To Begin:

To start the loan process, KHS requires:

1. A formal letter of request that outlines the item(s) you would like to borrow along with some basic information about the exhibition.

This information should include:

- When you would like the loan to begin and when it will end
- The purpose of the loan
- A description of how the item(s) will be used for your exhibit

2. An American Association of Museums Standard Facilities Report/General Facilities Report be submitted.

Next Steps:

Once KHS has received the official request, it will be considered by the collections committee.

The committee considers:

- Availability of the item(s)
- Item's condition
- Information provided in the standard facilities report

The collections committee meets monthly to review loan requests. As soon as the collections committee has made a decision, the registrar will be in contact to let you know if the loan has been approved.

For approved loans, KHS will require a certificate of insurance to be on file before the loan is shipped. The registration department will make arrangements with the borrowing institution for pick-up/shipping, etc. The borrowing institution will be responsible for any shipping costs.

KentuckyHistoricalSociety

Loan Procedures for Institutions Outside Kentucky

Starting the Process:

To start the loan process, KHS requires:

1. A formal letter of request that outlines the item(s) you would like to borrow along with some basic information about the exhibition.

This information should include:

- When the loan will begin and when it will end
- Purpose of the loan
- Description of how the item(s) will be used for the exhibit

2. An American Association of Museums Standard Facilities Report/General Facilities Report be submitted.

3. Loan initiation fee of \$25.

-This fee can be paid by check, money order or credit card.

Next Steps:

Once KHS has received the official request, it will be considered by the collections committee.

To make a decision the committee considers:

- Availability of the item(s)
- Item's condition
- Information provided in the standard facilities report

The collections committee meets monthly to review loan requests. As soon as the collections committee has made a decision, the registrar will be in contact to let you know if the loan has been approved.

For approved loans, KHS will require:

1. A certificate of insurance to be on file before the loan is shipped.

2. A loan processing fee of \$50.

-This fee can be paid by check, money order or credit card.

The registration department will make arrangements with the borrowing institution for pick-up/shipping, etc. The borrowing institution will be responsible for any shipping costs.