

# KentuckyHistoricalSociety

## The 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.

Please begin your search of our object catalog at [www.history.ky.gov/objects](http://www.history.ky.gov/objects). This database contains only a portion of the items in our collection, but it is growing on a weekly basis. If you do not see an item that you are looking for, please contact our staff and we will check the rest of the collections records to see if we can help you find something that meets your search criteria.

Also, please remember that an item in the online database may not be available at the time you request it due to other loan requests, exhibitions or condition of the artifact. Please contact our staff to check on availability of the items.

### Contact:

Deborah Rose Van Horn  
[Deborah.vanhorn@ky.gov](mailto:Deborah.vanhorn@ky.gov)  
(502)564-1792 ext. 4418

## Loan Procedures for Kentucky Institutions

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 must be submitted. (see: <http://www.aam-us.org/index.cfm>)

Next Steps:

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

In making a decision, the committee considers:

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

Connections. Perspective. Inspiration.

# KentuckyHistoricalSociety

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.

## **Loan Procedures for Institutions Located Outside Kentucky**

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 your exhibit
  - An American Association of Museums Standard Facilities Report/General Facilities Report be submitted. (See: <http://www.aam-us.org/index.cfm>)
2. A loan initiation fee of \$25.  
-This 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 KHS 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 these loan requests. As soon as the collections committee has made a decision on your loan request 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 and 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.