

Loan 1: Discussion Summary

Loans- Out

Loan request arrives in conservation (database, phone, email, etc)

Preliminary feasibility discussion (cur, registrar conservation) – has to do with issues of facilitate, loans, timing (object folder, part of database, email) and these may be repeated for multiple venues if necessary

Formal conservation examination (loan examination record—paper—if it's traveling, annotated photographs, diagrams, pdf of a database record that gets email to everyone who needs the outcome) –housing, matting information, packing, shipping, environmental conditions, orders, treatment – sometimes these require input of outside vendors

If conditions can be met, than the loan is approved

It could go through the whole loop of treatment

Out-going examination

(before it leaves the building, may be a year or a year and a half after formal examination—when object is finally off on it's voyage

The interim examination

condition check: almost always done on paper: upon arrival

Condition check upon return

(this can be a trigger: may go back into storage, may go through the entire process again)

Keep track of all this information in case you need it again

Verification step

Example: installation

There should be some part of this step that includes verification that the installation is correct, or that the artwork (if digital) is working in the accepted manner: a verification step

Example: cumulative light hours

more interested in the actual versus what we've recommended; you'd want application to share back monitoring at other institution

Side process of extra-documentation because of politics: check and adjust it

Cost: maintaining accountability

One of the things that comes up with contemporary art is the damage with the series of needs when it's out in the world

Exhibition copies on loan

surrogate object, dvd of a film; it might also be a photograph; something that needs to be returned

We need to make sure there is a place for a conservator to record their "no, and why"

You have to have some place where each department can put in just the information of the loan issues; so much of this is situation specific; a lot of this is institutional memory.