

Ext/Int Events and Influences

Trigger : Loan Request from another institution

Loan Out

Documents

Curators, Registrars, Loaning Institution

Phone Call, Email

Object Record / Folder

Loan request arrives in Conservation

Preliminary Feasibility Discussion

No

All venues considered?

Yes

Preliminary approval?

No exits Flow chart

Yes

Formal Conservation Examination

Paper record, database entry

Paper record, database entry

Conservation Recommendations

Outside vendors

Environment

Housing

Installation instructions

Packing/ Shipping

Mounting

Annotated Photographs, diagrams, Object records (pdf of database record)

Housing, matting information, packing shipping, environmental conditions, orders

Curators

Loaning Institution

Can conditions be met? (Duty of Care)

No exits flow

Yes

Treatment

Treatment required?

Treatment Record

Outgoing Condition Report

Condition Report

Movement

Execute Loan

Interim Condition Reports

Form filled out by loaning institution at venue

Loan Returns

Movement

Environmental Monitoring

Treatment

Condition check

Condition report

Post Mortem and Documentation



Side process

extr
Documentation
from registration
+ Δs

* = time sensitive
am = document or record

DAN OUT

• Loan request arrives in conservation
- phone call, email, pdf, db record

Months ahead

• Preliminary feasibility discussion (Fac. report document)
- curatorial, conservation, registrar
- results, in object folder/record
of discussion note or report

Months ahead

• Formal conservation examination (if loan is going forward)
- Loan examination record (paper, database)

ideally
months
ahead

• Conservation recommendations (Approve/den)
- Housing
- Installation
- Packing/shipping
- Mount order
- Treatment
- Environment
- Mounting
- paper
- database record

Short days
- (waiting needs?)

PDF
or data
6-11
rec'd
email

to many
objects in
a loan →
repeated
into

→ Conservation Treatment → Treatment Record

• Outgoing cond report plus photos, checklist,
diagrams, installation instructions,
free text

instant

• Interim condition report(s), may be annotated
Form filled out by venue

1/1/1/1

• Condition check upon return → all docs. filed
Post-mortem may lead to activity

Possible list of treat. considerations

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.

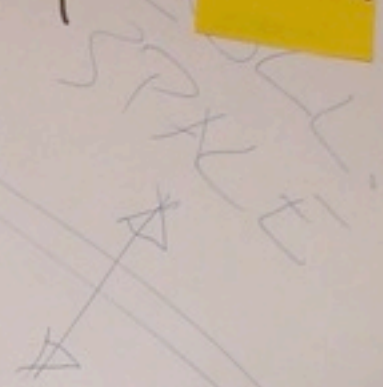
LONG TERM LOANS

MORE RISK AT ALL STAGES

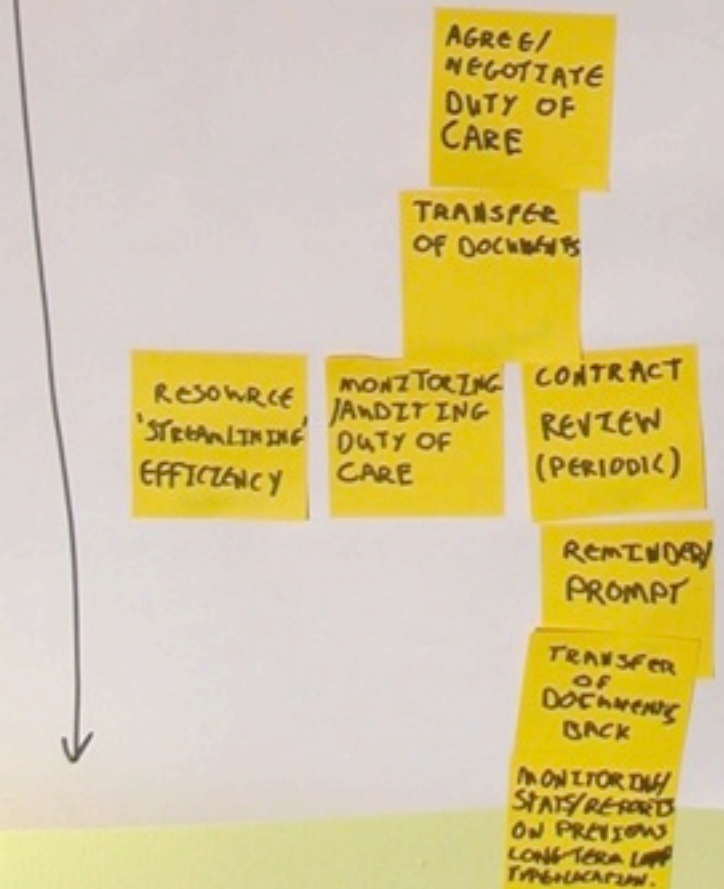
SIGNIFICANT PRESSURE (POLITICAL)

NON-MUSLIM / PUBLIC (W/ CONTROLLED ENV) / PLACE

(ACCESS TO OTHER INSID PEOPLE/TOWNS)



WITHIN TRANSPORT WORKFLOW



WORKING OUT HOW TO DEAL WITH ANY/QUE/BRAND PROBLEMS

DEALING WITH IT NOT HAVING MAPPED

RECONSTRUCTION OF HISTORY OF OBJECT WHAT PHASE

BORING FORGOTTEN

Loan 2 (Long Term Loans): Discussion Summary

Decided this was not a work flow issue.

It seemed to mainly long term loans add extra steps to any loan workflow.

There is a risk assessment stage with a long-term loan that is more complex than that for short term loans.

Policies, procedures

Add to transportation workflow to add a formal duty of care to the institution being loaned to: treat the object appropriately and to hold it in an environment that maintains your standards

The institution you are loaning to should have similar standards and policies

In order to maintain these objects over a longer period of time the conservators need more information—more communication between institutions required.

Two monitoring processes

- Monitoring of duty of care
- Periodic contract review (3-5 years)
 - occasionally you need to reconsider the object

This can be very expensive if the loan is very far away, if you don't have portable equipment

It would be great for people to be able to do mini-tours when they are far away.
“If you are in Seoul can you check on our object at x?”

These processes need prompts, particularly if there is high turnover of people, it's useful to have reminders and not to rely on people's long term memory.

Also need to document object's return and assess returning condition

What might go wrong?

If you loaned something out 100 years ago you might be working with antique or broken processes. There is often a step of trying to find documentation.

There is dealing with document transfers not having happened

Forensic reconstructions: can we guess what treatments have been applied.

This is a tedious process.

Ext/Int Events and Influences

- Trigger Examples:
- Loan Request from another institution
 - Verification
 - Conservation
 - Research
 - Packing and Transport (movement)

**BPMN
Loan Out**

Documents

Curators, Registrars, Loaning Institution

Loan request arrives in Conservation

Outside vendors

Curators

Loaning Institution

Treatment

Environmental Monitoring

Movement

Movement

Environmental Monitoring

Treatment

Phone Call, Email

Facilities Report

Object Record / Folder

Paper record, database entry

Paper record, database entry

Annotated Photographs, diagrams, Object records (pdf of database record)

Housing, matting information, packing shipping, environmental conditions, orders

No exits flow

No exits Flow chart

