

NYU Special Collections Policy and Procedures for Exhibition Loans and Reproductions

Revised on 1/6/2026

Introduction

NYU Special Collections is dedicated to fostering open and equitable access to our diverse collections. As such, we prioritize exhibition loans that showcase a wide range of ideas, information, narratives, and experiences, including those from underrepresented communities and cultures.

Requests will be evaluated based on the following criteria: the condition and value of the requested material, its relevance to the exhibition and to ongoing scholarly research, the facilities of the borrowing institution, the duration of the exhibition, and sufficient lead time for loan processing.

Loans are not made to individuals.

Loan Requests

Loan inquiry:

Loan inquiries should be made in writing to special.collections@nyu.edu at least 12 months before the date that materials are requested for delivery to the borrowing institution. Requests made with insufficient lead time may be refused.

The inquiry must include a brief introduction to the exhibition, an explanation of how the requested item(s) will contribute to the exhibition, the loan period, and the exhibition venue's location.

Formal request:

If granted preliminary approval, NYU Special Collections will invite the requester to submit a formal loan request package. These documents must be submitted at least 10 months before the date that materials are requested for delivery to the borrowing institution.

The loan request package must include:

- Completed NYU Special Collections Loan Request Form
- A written request from the director or the highest signing officer of the borrowing institution.
- An up-to-date copy of the [American Association of Museums \(AAM\) Standard Facilities Report \(ISBN 0-931201-55-1\)](#) or equivalent form for each exhibition venue.

Loan Agreement:

NYU Special Collections will send a Loan Agreement to the borrower upon tentative agreement to the loan. This agreement sets out the estimated value of the requested items and requires the borrower to provide a Certificate of Insurance demonstrating adequate coverage. The Loan Agreement also outlines the loan costs and specifies the required packaging, transportation, display, and exhibition environment. For high-value or complex works, a courier from NYU Special Collections may need to accompany the items, with the borrower responsible for covering the courier's travel and associated costs. NYU will begin preparation for the loan upon receipt of the signed Loan Agreement.

Costs:

The borrower must cover all loan costs, including but not limited to:

- The \$ 150.00-per-item standard loan fee.
- Insurance.
- Art handling and transport.
- Matting and framing.
- Display mount construction.
- The cost of producing reproductions.
- The cost of an independent appraisal, if necessary

Loan Conditions:

The loan period should not exceed six months. Longer loans and multi-venue loans may be considered on a case-by-case basis.

Prepared loan materials will be delivered to the borrower two weeks before the exhibition's opening date. They must be returned to NYU Special Collections two weeks after the exhibition's closing date.

NYU Special Collections will provide a detailed condition report for each loan item. The borrower will review the report(s) upon receipt of the item(s) and upon departure. Any changes in condition must be reported immediately to the contact listed in the Loan Agreement.

The borrower may not alter or repair loan items, including removing backing boards, unmatting or unframing loan items. Loan materials may not be removed from exhibition and/or placed in storage without express consent from NYU Special Collections.

Damage to, destruction of, or loss of the loan item must be immediately reported to NYU Special Collections by phone to the contact provided in the Loan Agreement, followed by a written report. The written report should include an account of the circumstances, a description of the damages, and photo documentation.

Loan materials may not be reproduced in any way while under the care of the borrowing institution without prior consent in writing from NYU Special Collections. The source of the loan will be acknowledged on the exhibition label for the item(s) and in the exhibition catalog as ‘Courtesy, NYU Special Collections’. Two complimentary copies of the exhibition catalogs should be sent to the lending collection at NYU Libraries.

If NYU Libraries perceives a violation of the terms of the External Exhibition Loan Policy or the Loan Agreement, or if the well-being of the loan material is in potential jeopardy, NYU Libraries reserves the right to withdraw from the loan at any point without retaliation from the borrower.

Insurance

The borrower must provide All Risk Fine Art insurance with wall-to-wall coverage for the full value of the loaned item(s). The loaned item(s) will be insured at the value(s) assigned by NYU Special Collections. If an independent appraiser is required to determine the value, the borrower will be responsible for the appraisal costs. The borrower will agree to cover any deductibles under its policy.

The borrower must provide a Certificate of Insurance issued to New York University.

Transportation

NYU must approve the fine art transport service used by the borrower. Loan materials must be returned in the same condition as documented in NYU’s condition report. A condition report from the borrower must accompany the returning item(s).

Exhibition Environment and Security

NYU Libraries require a relative humidity of 50% and a temperature of 70°F in exhibition, storage, and packing areas. A fluctuation of $\pm 5\%$ in relative humidity and $\pm 5^\circ\text{F}$ is allowable within 24 hours. The borrower

may be required to submit environmental reports periodically throughout the loan term.

Light levels for prints, including black-and-white silver gelatin prints, and books must never exceed 100 lux (10 foot-candles). Light levels for manuscripts, textiles (including cloth book covers), colored papers, drawings, watercolors, miniatures, color photographs, and 19th-century photographs must never exceed 50 lux (5 foot candles).

Materials must never be exposed to UV radiation, which includes unfiltered fluorescent illumination and daylight.

Very sensitive materials may require slightly varied or more stringent climate and light conditions, as stipulated by NYU Special Collections on a case-by-case basis.

The borrower must guarantee the security of loan materials during transit and at all times while they are within the borrowing institution's premises and the exhibition gallery. There must be fire and intruder alarms covering the gallery containing loaned objects. The gallery should be fully locked, secured, and intruder/fire alarms set during closed hours. Security guard patrols should be made during closed hours around the gallery. Security guard or custodian presence must be maintained at all times when the exhibition and gallery are open.

Reproduction Requests

Reproduction inquiry:

Reproduction inquiries should be made in writing to special.collections@nyu.edu at least 6 months before the date that materials are requested for delivery to the borrowing institution. Requests made with insufficient lead time may be refused.

The inquiry must include a brief introduction to the exhibition, an explanation of how the requested item(s) will contribute to the exhibition, the loan period, and the exhibition venue's location.

Formal request:

If granted preliminary approval, NYU Special Collections will invite the requester to submit a formal loan request package. These documents must be submitted at least 6 months before the date that materials are requested for delivery to the borrowing institution.

The loan request package must include:

- Completed NYU Special Collections Reproductions Request Form

Costs

The borrower must cover the reproduction costs:

- Digitized materials with minimal formatting: \$25 per item
- Digitized materials requiring formatting: \$50 per item
- Undigitized materials smaller than 11" x 17": \$75 per item
- Undigitized materials larger than 11" x 17": \$100 per item
- Audiovisual materials are priced on a case-by-case basis

Reproductions Conditions

- Reproductions are provided for exhibition purposes only. The requester must obtain NYU's permission to use the reproductions for any other purpose, including publicity or publication.
- The exhibition of reproductions should not exceed the period requested in the reproductions request form. The requester must inform NYU if the exhibition dates change.
- Reproductions must not be altered or reformatted in any way while under the care of the borrowing institution without prior consent in writing from NYU Special Collections.
- The source of the loan will be acknowledged on the exhibition label for the item(s) and in the exhibition catalog as 'Courtesy, NYU Special Collections'.

- Two complimentary copies of the exhibition catalogs should be sent to the lending collection at NYU Libraries.
- Reproductions must be discarded at the end of the exhibition.
- NYU Libraries reserves the right to request reproductions at any point without retaliation from the borrower.