Outgoing Loan Program
Policy

Lending objects to qualified institutions for public exhibition, educational and scholarly purposes is an integral part of the National Portrait Gallery’s mission to make its collections accessible to the widest possible audience.

Policy

In order to properly process all loan requests, NPG requires a 9 month lead time from the borrower’s loan begin date. All requests should include the items noted on the attached Borrower’s Checklist.

If approved, all loans will be:

- for a specific purpose at one or more specified venues;
- for a specific time period, not to exceed three years, with renewable options when appropriate;
- documented using a completed, signed NPG loan agreement stipulating the rights and responsibilities of each party;
- insured during the entire loan period under an all-risks, wall-to-wall policy. NPG’s preference is to insure under the Smithsonian Institution’s (SI) insurance policy;
- credited to NPG as specified on the loan agreement; and,
- in compliance with all applicable laws.

Borrowing organizations must comply with all terms and conditions of the loan agreement, including specified environmental requirements (typically: RH at 50-55% and temperatures at $70^\circ \pm 2^\circ$), safety and security precautions.

Borrowers are prohibited from using NPG collections for private pecuniary gain.

Loan objects may not be altered, cleaned or repaired without written permission of NPG.

Photography of objects is allowed only for the purpose of recording their condition or for record installation photography.

NPG reserves the right to recall an object on loan and to cancel a loan for good cause.

Contact

For more information about NPG’s outgoing loan program, contact Kristin Smith, Exhibition and Loan Specialist by phone at 202.275.1777, or via mail at National Portrait Gallery, Smithsonian Institution, P.O. Box 37012, Victor Building, Suite 8300-MRC 973, Washington, DC 20013-7012.