

Request a Loan from the PEI Museum

The Prince Edward Island Museum and Heritage Foundation (the Foundation) is committed to interpreting the history of PEI through the lending of cultural and material objects in the permanent collection to other institutions for the purpose of scholarly research or public exhibition. The following information is aimed at assisting external institutions that wish to borrow objects from the Foundation.

All Loan Requests are evaluated on a case-by-case basis against the Foundation's assessment criteria and internal exhibitions are prioritized. Loans are not made to individuals.

All efforts will be made to accommodate Loan Requests. The approval of loan requests are based on object availability, the complexity of a request in relation to ongoing Foundation priorities and capacity limitations, conservation and transportation concerns, and the ability of a borrowing institution to meet security and environmental monitoring requirements. Borrowing institutions will be asked to complete and submit a Facility Report prior to loan approval.

For assistance accessing the permanent collection, please search our [online database](#) and/or contact the Collections Division at (902) 368-6295.

All loan requests should be submitted by email or in writing to:

Lesley Caseley, Collections Manager
lacaseley@gov.pe.ca
(902) 368-6295

Loan requests for exhibition purposes should include the following information:

- Exhibition title or working title.
- Exhibition dates and proposed loan dates.
- A brief description of the exhibition topic and goals.
- List of objects requested, including catalogue numbers when available.
- The location of the exhibition, or list of locations for a traveling exhibition with associated dates.
- Name and full contact details for the exhibit organizer and/or loan registrar for the Borrower.

Advance Notice

Borrowing institutions are advised to submit loan requests **well in advance of the requested loan start date**. We advise a **minimum of two (2) months' notice** for local (provincial) loans and a **minimum of six (6) months' notice** for loans which require shipping. **Any loans with 10 or more objects may require more than the minimum advance notice**. The Foundation is unable to guarantee a loan if the request is not received within the recommended timeframe.

Shipping and Courier Expenses

The Borrower will assume all costs for transportation and is responsible for making shipping arrangements with a carrier approved by PEIMHF for loans of exhibition purposes.

The cost of shipping loans for research purposes will be split between PEIMHF and the Borrower.

Loan Duration

Most loans will be granted for a period of one (1) year with the possibility of renewal. Depending on the collection/material, certain objects may only be borrowed for short periods of time. Renewal requests should be made at least 30 days before the loan expires. The Foundation also reserves the right to recall any object for its own purpose with 30 days' notice to the Borrower.

Copyright and Reproduction Requests

Photography Rights and Reproduction requests are handled separately from the loans process and no photography or reproduction shall be made without obtaining necessary copyright consent unless for personal use. Please submit Reproduction Requests to Meg Preston, Registrar, mepreston@gov.pe.ca / (902) 368-6295.

Facility Report

The Borrower must complete a Facility Report which must accompany all loan requests. Facility Reports are valid for a period of 3 years. Please request a blank Facilities Report Form from the Foundation. The Borrower may be asked to provide copies of exhibition design plans or concepts, display and mount details, and humidity and temperature readings taken from the galleries in which the objects are to be exhibited.

For traveling exhibitions, the organising institution is responsible for providing PEIMHF with the Exhibition Facility Reports and charts for all venues.

Insurance

The Foundation will provide insurance values as a component of the loan agreement. The Borrower must provide proof of insurance coverage before the loan is released from the Foundation.

Members of the Community Museums Association of PEI can apply for an Artefact Loan Insurance Grant for up to \$3000.00 to cover the cost of insurance for loans of Foundation objects. More information is available by contacting the Community Museums Association of PEI at info@museumspei.ca / <https://museumspei.ca/>.

Loan Agreement and Conditions

The Foundation issues its own standard Agreement for outgoing loans which will be sent to the Borrower once the loan has been approved and conditions established. A signed copy must be returned to the Foundation before the anticipated loan start date. The Foundation will not release a loan unless a signed agreement is in place.

Please send all requests, questions or comments by email or phone to the Foundation's Collections Division.

Tel: (902) 368-6295

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