

CBMHHM Loan Policy for our Collection

Incoming Loans: The CBMHHM will only accept prearranged loans for a specific use, such as a special exhibit, and specified time period that includes display only, not storage. The Museum currently does not have the resources to care for loaned items and for this reason, long term loans are not permitted. Loans are accepted only by the Museum Curator. A loan form will be completed in duplicate, the Museum keeps the original and the lender receives the duplicate. The condition of the object will be carefully noted and photographed. To protect both parties, the item must be insured as a loan item. The lender and the Curator must both sign the form when the object is returned.

Outgoing Loans: Loans will only be made to other museums or educational institutions after approval from the Curator. The same steps and precautions will be taken as for incoming loans. Require proof of insurance and suitable exhibit conditions.

For questions regarding incoming or outgoing loans, please contact Nel Burkett at curator@crestedbuttemsueum.com or 970-349-1880.