Loan Request Form

Name (Print or Type)  

Title

Institution/Company/Organization/Group

Address

City/State/Zip Code

Phone  Fax  Email

Exhibition Title

Curator

Exhibition Dates

Project Deadline

Object Description (attach additional pages if necessary):

Send all requests to: Lynne Swanson, Collections Manager
Michigan State University Museum
103 West Circle Drive
East Lansing, Michigan 48824
swansonl@msu.edu
Phone: 517-355-3304  Fax: 517-432-3349

A handling and use fee of $100.00 per object will be charged to the borrower. Borrower is responsible for shipping. The fees may be reduced, waived or increased to cover extra expenses at the discretion of the curator or collections manager. Most loans generally take four to six weeks to process. Rush service may be available (additional charges do apply). Loans are to be paid for in advance, unless special arrangements have been made prior to receipt of the loan. For additional information, refer to Outgoing Loan Policy.