

Lending Guidelines

The Spencer Museum of Art considers loan requests for works of art from its collection to other institutions for temporary exhibitions and other scholarly and educational purposes. Artworks are not loaned to individuals.

We strongly recommend that loan requests be received by the Spencer Museum at least 12 months prior to the exhibition's opening date regardless of the location of the requesting institution. Requests received less than 12 months from the exhibition opening date are unlikely to be accommodated due to the volume of requests, as well as time required to process and prepare artworks for loan.

The following documents and information are required for a loan request to be considered:

- a letter from your organization detailing the exhibition title, dates, venues, and a description of the exhibition;
- work(s) requested from the Spencer Museum of Art's collection and an explanation of how the requested work(s) will contribute to the exhibition;
- borrower's curator and registrar contact information;
- current General Facility Report;
- relevant gallery floor plans and environmental data.

Please direct loan requests to the Spencer's Director and Head of Collection Management. Loan requests will be reviewed when all required documentation is provided at the next monthly acquisitions and loans meeting.

Loan requests must be reviewed and approved by members of the Curatorial Acquisitions Committee based upon the following criteria:

- the condition of the requested artwork;
- the value of the artwork;
- the duration of the loan;
- the impact of the loan on the Spencer's exhibitions, educational programs, and teaching and research needs;
- the significance of the exhibition or project for which the loan is requested;
- the scholarship and outcomes, such as publications;
- the facilities, environmental conditions, and security provisions of the requesting institution;
- the justification of the Spencer's support for the exhibition or project;
- the audiences reached.

Image requests must be submitted directly through the Spencer's website at <https://deptsec.ku.edu/~spencerart/forms/form/4> or by e-mailing reproductions@ku.edu.