

Extra Extra!

You have been invited to write an article about a recent loan to your collection! Be sure to look at the "Monkey Wrench" below to explain how you solved the problem.

Your article should include:

- Name of the publication (can be real or fictional)
- Name of organization who is lending/borrowing
- Who was responsible for securing the loan?
- Who had authority to take the loan?
- Is it an outgoing or incoming loan?
- Why did you want this loan?
- What did you do to prepare for the loan? Processing, planning, paperwork, etc.?
- Did you already have a facility report? Was it needed or requested?
- What paperwork, processes did you do when the loan arrived, went on exhibit, left the institution?
- How did you choose to transport the item(s) and why?
- What kind of loan is it? Traveling exhibition, exchange loan, study loan, other?
- Were there any special considerations?
- Were there any special terms in the loan agreement?
- How did you prepare outgoing loan (if applicable) for travel?
- Did you have a courier? Why or why not?
- How did your audience feel about the loan? Was it controversial?
- Was your lender/borrower happy with the experience?
- Were there any insurance issues with the loan?
- How you solved your "monkey wrench"



MONKEY WRENCH: OH NO! You found out that your loading dock and storage would be under construction during the duration of the loan. What did you do? How did you solve the problem? What impact did this have on your exhibition? How did this impact your relationship with your lender/borrower?

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MONKEY WRENCH: OH NO! You received the checklist well in advance but the request contains sensitive materials (could be tribal, ivories, eagle feathers, possible stolen goods, etc.). What did you do? How did you solve the problem? What impact did this have on your exhibition?

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MONKEY WRENCH: OH NO!! Your loan arrived in pieces!! What did you do first? How did you solve the problem? What steps did you take? How did this impact your exhibition?

