

## Loan Prep Questions for Time-Based Media

### Incoming Loans:

- Who is supplying the artwork's media component(s) (artist studio, gallery, private lender, museum, other)?
  - How is the media being shipped?
    - Hard drive/flash drive
    - FTP transfer
    - Pre-loaded media carriers (i.e., SD cards)
  - Are backups being provided?
- Does the artwork have dedicated equipment or sculptural components?
- Who is supplying the playback and display equipment?
  - Is it being supplied by the lender?
  - Is it being purchased or rented by the borrower?
- Is the artist, a courier, and/or installation technician(s) required?
- Is this all reflected in the loan agreement or borrower's agreement?
  - Is a loan form addendum necessary? (See template)

### Outgoing Loans:

If the artwork only includes digital components:

- Is the borrower or lender providing playback and display equipment?
- Are the installation instructions up to date?
  - Does the lender need to be in contact with the artist's studio to confirm installation parameters and/or proposed floor plans?
  - Does the borrower need to be put in contact with the artist's studio/representative to confirm floor plans?
- How is the digital media being shipped to the borrower?
  - Hard drive or flash drive
  - Pre-loaded media carriers (i.e., SD cards, MacMini) with backups
- Is exhibition copy (XC) cataloging accurate to reflect the artwork's current and projected exhibition history?

If the artwork includes dedicated equipment and/or sculptural components:

- Is conservation intervention required?
- Are backup playback and display units available for loan? Do they need to be sourced?
- Are all components properly catalogued?
- Is XC cataloging accurate to reflect the artwork's current and projected exhibition history?
- How is the artwork's media component(s) being shipped to the borrower?
- Are the installation instructions up to date to reflect current technologies and backup units?
  - Does the lender need to be in contact with the artist's studio to confirm installation parameters and/or proposed floor plans?
  - Does the borrower need to be put in contact with the artist's studio/representative to confirm floor plans?
- Is a courier and/or installation technician(s) required?