

## Considerations for Potential Borrowers of the Dreyfus Affair Exhibition

### **1. The location, environmental conditions, and security of the potential exhibition space:**

Is it going to be in a museum or other public space?

Is there a facilities report for the space which provides information on such environmental factors as temperature, light levels, humidity, etc.?

Is the space secure?

### **2. The tentative dates of the loan and exhibition:**

How long in advance of the opening of the exhibition will the materials be required? How long will the exhibition be up?

**Because of the amount of time necessary to arrange exhibition loans, please leave sufficient lead time to allow for planning the exhibition and related events.**

### **3. The exhibition exists in two formats:**

One consists of original materials from the collection, the other of facsimiles of those original materials. The loan of the originals requires a museum quality space, with the appropriate environment and security, which needs to be taken into consideration when deciding which to request. A facilities report will be required. The facsimile exhibition is available for those borrowers who do not have a museum-quality space with security and appropriate environmental conditions.

All the flat originals and the entire facsimile exhibition are already framed and ready for hanging. These materials can all be wall mounted. In addition, as part of the original materials exhibition, there are a number of unframed items, including books, pamphlets, artifacts, and uniforms, that can also be borrowed. Books and certain three-dimensional objects require flat vitrines for exhibition, while the costumes require special display cases.

Which exhibition, original or facsimile, is most appropriate for your space?

### **4. The space requirements for the exhibition:**

The full exhibition (original or facsimile) requires approximately 200 running feet of wall space. The originals exhibition also includes the three-dimensional items, which will require between four and six vitrines (table and standing cases) to accommodate them, depending on the size and configuration of the vitrines.

Institutions/organizations can also borrow a selection of exhibition materials, should there be limits on the amount of space available.

**5. Responsibilities of the borrowing institution/organization, for which they will assume all costs:**

**Loan preparations:** The costs incurred by Penn in association with the loan will be the responsibility of the borrower.

**Insurance:** The borrowing institution/organization will be responsible for door to door coverage on all loan materials, with the insurance value being provided by the lender. A certificate of insurance will be required before materials are shipped.

**Packing:** The materials will need to be packed by professional art handlers when they are sent out and when they return, and for exhibitions that travel between venues, the same holds true for each venue as well.

**Shipping door-to-door:** The materials will need to be shipped by professional art movers. This may mean hiring more than one company, as well as a customs expeditor for those loans traveling overseas. It is important to recognize that multiple modes of transportation (truck, plane, boat) may also be involved.

**Installing and deinstalling the exhibition:** A professional exhibitions installer (in house or hired) will be needed to install and deinstall the exhibition.

**6. Publicity:** The borrower will be responsible for cost of design, printing, and mailing of all publicity materials, including press releases, catalogs, brochures, posters, signage, printed invitations, etc. Materials require prior review and approval by the University of Pennsylvania before they are publicly disseminated.

**7. Opening and other events/public programming:** The borrower will be responsible for planning and all associated costs.

**8. Contact information:**

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