

Preliminary Exhibition Loan Form

The University of Pennsylvania Library is pleased to make selections from the Lorraine Beitler Collection of the Dreyfus Affair available for exhibition. The collection has been exhibited at many different venues in the past, and is available to your group or institution. More information is on our website: <http://sceti.library.upenn.edu/dreyfus>

Borrowing Institution: _____

Authorized Contact: _____

Telephone: _____ Fax: _____ E-mail: _____

Prospective Title of Exhibition: _____

Prospective Theme/Purpose/Audience of Exhibition: _____

Dates for which the Exhibition is Requested: _____

Format requested: _____

- The exhibition is available in two formats: original materials and high-quality facsimiles. The borrowing institution must offer museum-quality facilities, including appropriate environmental conditions and security, and have the assistance of qualified staff, to borrow the original materials exhibition. The facsimiles exhibition allows for greater flexibility.
- The exhibition and associated materials are in English. Translations into other languages are the responsibility of the host institution.
- Completion of the standard University of Pennsylvania Loan Agreement and Facilities Report (can substitute standard institutional form, if available) will be required.

The host will meet the following responsibilities, and be prepared to assume costs for:

1. Packing and unpacking.
2. Transportation to and from your facility.
3. Insurance and security for the exhibition while in transit and on all sites.
4. Art handling, installation, and deinstallation.
5. Printing and mailing expenses for press releases, catalogs, brochures, posters, signage and printed invitations and other materials.
6. Opening reception, invited guests, speakers, and press preview.
7. Handling costs (University of Pennsylvania)

We welcome inquiries about the collection and encourage you to contact us:

Lynne Farrington
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Rare Book and Manuscript Library
University of Pennsylvania
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