

Loan Request Form

Name (Print or Type)		Title
Institution/Company/Organization/Group		
Address		
City/State/Zip Code		
Phone	Fax	Email
Exhibition Title		
Curator		
Exhibition Dates		
Project Deadline		

Object Description (attach additional pages if necessary):

Send all requests to: Lynne Swanson, Collections Manager
Michigan State University Museum
103 West Circle Drive
East Lansing, Michigan 48824
swansonl@msu.edu
Phone: 517-355-3304 Fax: 517-432-3349

A handling and use fee of \$100.00 per object will be charged to the borrower. Borrower is responsible for shipping. The fees may be reduced, waived or increased to cover extra expenses at the discretion of the curator or collections manager. Most loans generally take four to six weeks to process. Rush service may be available (additional charges do apply). Loans are to be paid for in advance, unless special arrangements have been made prior to receipt of the loan. For additional information, refer to Outgoing Loan Policy.



East Lansing, Michigan USA 48824-1045 (517) 355-2370 FAX (517) 432-2846

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