

## APPENDIX O: OPTIONAL DATA CATEGORIES FOR LOANS

Bureaus may wish to include optional data on the incoming loan agreement, or in the incoming loan system (see Figure 5.1) or on the outgoing loan agreement or in the outgoing loan system (see Figure 5.6).

### Agent or Broker

Provide the name, address, phone number, and fax number of the insurance agent or broker.

### Claims

- ! Damage
- ! Loss

### Copyright Issues

Indicate if the objects will be subject to copyright issues (e.g., in the case of an exhibition catalog).

### Damage Cause

- ! Climate
- ! Fire
- ! Smoke
- ! Handling
- ! Infestation
- ! Inherent Vice
- ! Installation
- ! Public Accident
- ! Theft
- ! Transit
- ! Vandalism
- ! Water
- ! Earthquake
- ! Other

### Date Packed

Provide the date on which the objects were completely packed and ready for shipment.

### Exhibition Catalog Number

Release Date:  
New

O:1

Provide the number that will be referenced by future researchers if the object is referenced in an exhibition catalog.

Exhibition Locations

Indicate if the purpose of the loan is for exhibition. As a repeating field this may include multiple exhibition locations.

Exhibition Publications

Enter any references to exhibit publications that include loaned objects and/or specimens.

Export Number

Provide the official number for export tracking.

Government Bill of Lading Number

Enter the number of the Government bill of lading.

Import Number

Provide the official number for import tracking.

Insurance Company

Enter the name of any additional insurance companies that are covering the items on loan.

Insurance Coverage Reference Number

Site code or coverage number on the certificate of insurance or other insurance documentation.

Insurer

Provide the name, address, phone number, and fax number of the insurer.

Packer

Provide the name, address, phone number, and fax number of the packer.

Packing and Shipping Number

This category may be used for the government bill of lading (GBL) number or the waybill number.

Policy and/or Certificate Number

Provide the number of insurance certification or policy used by the insurance company.

Renewal Date

Indicate renewal date if appropriate. Do not change the original date of Outgoing Loan Number for a renewed loan. If the loan is renewed more than once, this field should contain the last renewal date.

Shipping Company

Enter the name, address, telephone number, and contact individual.

Special Conditions

Identify any restrictions or special requirements.

Transportation

Indicate the type of transportation (e.g., exclusive, climate control truck, or airfreight) used.

Type of Insurance Coverage

- ! All Risk
- ! Comprehensive
- ! Federal Tort
- ! Waived
- ! Fire
- ! Transit, domestic
- ! Transit, overseas

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