Returning Home

Borrowing Objects from the Collections of the National Museum of the American Indian
Panel members:

Rachel Shabica – Supervisory Registrar, NMAI
Kelly Ford - Assistant Registrar, NMAI
Curtis Quam - Museum Technician / Cultural Educator, A:shiwi A:wan Museum & Heritage Center
Lydia Four Horns - Cultural Center General Manager, Shakopee Mdewakanton Sioux Community
NMAI Mission and Vision Statement

In partnership with Native peoples and their allies, the National Museum of the American Indian (NMAI) fosters a richer shared human experience through a more informed understanding of Native peoples. NMAI seeks equity and social justice for the Native peoples of the Western Hemisphere through education, inspiration, and empowerment.
NMAI outgoing loans

- Manage 40-50 Loans at any given time.
- Send out about 10-15 new loans a year.
- Average loan of under 20 objects.
- A few large loans of 20-150 objects.
Planning for your loan
Accessing the Object Collections

Research
The NMAI object collections are housed at the Cultural Resources Center (CRC), 4220 Silver Hill Road, Suitland, Maryland. Research visits to the object collections must be requested at least two months in advance by completing an Object Collections Research Request. Requests are approved on a case-by-case basis contingent on staff availability. Researchers are assisted by Collections Management staff at all times.

Research may be scheduled from 9:30 AM to 12 PM and 1 PM to 4:30 PM, Monday through Friday, excluding federal holidays.

Collections Reports
The NMAI Collections Search site provides information on a representative sample of the objects and historic photographs in the collections. Comprehensive collections reports may be requested by completing an Object Collections Report Request.

Tours
The Cultural Resources Center (CRC) is not a public facility. Limited general tours of the CRC for Native groups, visiting museum professionals, scholars, and researchers are limited to 20 adults over the age of 18 years; accommodations may be made for larger groups upon request. Tours must be scheduled at least one month in advance by completing a Cultural Resources Center Tour Request.

Tours may be scheduled from 9:30 AM to 12 PM and 1 PM to 4:30 PM, Monday through Friday, excluding federal holidays.

Other Collections-related Inquiries
For appointments to access the object collections for purposes of repatriation consultation, refer to the NMAI Repatriation Policy.
Smithsonian
National Museum of the American Indian

NMAI Object Collections Report Request - Cultural Resources Center - Suitland, MD

To complete this form, please be prepared to provide your full contact information, as well as relevant and detailed information for the collection(s) you are interested in.

To proceed, please follow the instructions provided below:

NMAI respects your privacy and does not share your information with other organizations.

Smithsonian Privacy Statement  SurveyGizmo Privacy Policy

Smithsonian Terms of Use  SurveyGizmo Terms of Use
Loan Request Timeline

Domestic/Small
A request of under 20 objects loaned within the United States requires a 12 month lead time.

International/Large
International loans, loans with CITES restrictions, or loans of more than 20 objects, requires an 18-24 month lead time.
Budget

Conservation
Mounts
Packing and shipping
Courier
Grant Funding Organizations

- National Endowment for the Humanities: [www.neh.gov](http://www.neh.gov)
- Institute of Museum and Library Services: [www.imls.gov](http://www.imls.gov)
- National Endowment for the Arts: [www.nea.gov](http://www.nea.gov)
- Andrew W. Mellon Foundation: [https://mellon.org](http://https://mellon.org)
- Costume Society of America: [http://costumesocietyamerica.com](http://costumesocietyamerica.com)
- Council on Library and Information Resources: [www.clir.org](http://www.clir.org)
- Luce Foundation: [https://www.hluce.org/programs/american-art/grant-categories/](https://www.hluce.org/programs/american-art/grant-categories/)
- Conservation Center for Art & Historic Artifacts: [https://ccaha.org/services/fundraising-assistance](https://ccaha.org/services/fundraising-assistance)
- Museums Alaska: [https://museumsalaska.org/](https://museumsalaska.org/)
- Historic New England: [www.historicnewengland.org](http://www.historicnewengland.org)
Requesting a Loan
Borrowing Objects from the Museum

Direct inquiries about loan procedures to Rachel Shabica, Registration.

Please note: The NMAI requires a minimum of 12 months' lead time for smaller domestic loans (fewer than 20 items) and 18 months for smaller international loans. Larger domestic or international loans typically require a lead time of 24 months. "Lead time" refers to the interval between the museum's receipt of a complete loan application package and the date when objects are shipped to the borrowing institution.
Loan Request Package

- Object List
- Loan Request form
- Signed Condition for Loans/Courier Costs form
- Copy of request letter to Director Gover
- AAM’s General Facility Report
Curatorial Council Review

- Group composed of collections, conservation, curatorial, registration, archives, and repatriation staff.
- All loans are brought before this body once all the paperwork has been submitted for review and discussion.
- Curatorial Council meets the last Thursday of the month.
- Council makes a recommendation to the Director.
- The Director reviews the meeting minutes and associated documentation and makes a final decision.
- Registration will contact you 2-3 months after your loan request was put in.
Outgoing Loan Criteria

1) the availability of the object (if it is already on display it is usually considered not available to lend
2.) the NMAI's plans to exhibit the object in its own programs, or concurrent loan requests.
3.) number of objects requested in the loan
4.) current workload or capacity of the museum departments processing the loan (i.e., registration, conservation and collections management)
5.) cultural and historic importance of the object
6.) the object's rarity
7.) the object's condition
8.) ability of the borrowing institution to provide a secure installation and meet environmental standards
9.) scholarly value of, and Native involvement in, the exhibition
And that's how it's done.
Loan Preparation
Kelly Ford, Assistant Registrar
• Loan preparation includes:

  • Photography (if needed)
  • Review of exhibition & case designs
  • Conservation
  • Mount making
  • Loan agreement
  • Insurance coverage
  • Packing & Crating
  • Shipping
  • Object installation with Courier
Photography

• For high-resolution digital images contact:
  • NMAIPhotos@si.edu
• More information can be found on our Digital Image Requests page at:
  • https://americanindian.si.edu/explore/collections/archive/digital-image-requests
Review of Exhibition & Case designs
Review of case drawings
Database of exhibition case materials

American Institute for Conservation Materials Wiki

Preliminary Survey
Conservation
Mount Making
Loan Agreement
Insurance Coverage
Packing & Crating
Shipping
Object Installation
A:shiwi A:wan Museum and Heritage Center
AAMHC
NMAI Loan
Exhibition opened 2002
They are home
MDEWAKANTON:
They Set Their Tipis Up Next to the Lake of the Spirits
We started about...

• 1993 with a tribal resolution which appropriated funds to construct a cultural center

• Ten years later, in 2013 the tribe’s Master Plan prioritizes constructing a facility

• Finally in 2015 an overall design was selected, we can now start our facility
Working with Community

Culture & Historic Preservation Workgroup

• Consisted of 6-12 Community Members engaged in conceptual design of the building since 2015

• Started the exhibit design firm kick-off meeting February 2017
Collections, Collections, Collections

with just a few things

- Develop staffing
  Collections Manager/Registrar & Collections Technician
- Conduct first comprehensive inventory

- Establish policies
- Identify a new collections database
- Begin planning our Collections Move
Exhibit Design Development

- Imperative to develop working relationships with members & SRS to begin our schematic design
- Object research which was balanced with beginning inventory of the SMSC collection
- Prioritizing museums that could fulfill our Mdewakanton Dakota Sioux scope
Planning

While the structural development of the exhibit was underway

Scope Determined

Timeline

Budget

Networking
Implementing

Constant coordination with

- NMAI designated mount-maker and courier
- NMAI - Registration and Conservation
  Completing Travel to fit deadlines established
- Architects (Structural fit-out & lighting)
- Exhibit Design firm
- Input from our Culture & Historic Preservation Workgroup
- Key Players – Security, Surveillance, Risk Management, Public Safety, Maintenance & contractors
Lessons Learned

- Contingency Funds
- Keep Timeline
- Start early