



MINNESOTA HISTORICAL SOCIETY

MINNESOTA HISTORICAL SOCIETY INCOMING LOAN REQUEST FORM

Requestor:

MHS Department
Staff Person Name
Phone

Request for loan from:

Organization (if applicable)		
Contact Person		
Address 1		
Address 2		
City	State	Zip Code
Phone	Fax	Email

Reason for loan request <input type="checkbox"/> Exhibit <input type="checkbox"/> Study <input type="checkbox"/> Other: _____
Request letter sent to lender? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please attach a copy)
Has lender requested items to be insured by MHS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not brought up yet

If loan is for exhibit:

Title of exhibit
Dates of exhibit

Requested loan start date	Requested loan end date
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Exact location of item(s) while on loan

Proposed transportation method from and to lender

Use the second page of this request form to list item(s) requested for loan. Make multiple copies of page two if needed when requesting more than 18 items.

Please return this form with attachments to the MHS Central Registrar's Office.

Date request submitted to MHS Central Registrar
