

SERVICE CHARGES AND LOAN FEES

All charges and fees are subject to change.

I. Loans

A. Fees for UC Students, Faculty, and Scholars

1. Loans for Research and Other Scholarly Pursuits. UC students and scholars requesting loans of material for use outside the Phoebe Hearst Museum of Anthropology will be charged a flat fee of \$250 plus \$10 per hour, over the first twenty hours, per staff member assigned to process the request. These administrative fees cover the costs of locating collections, review by staff, registrarial oversight of procedures to process, pack, ship, monitor, receive, and return collections to storage. The Borrower will receive an invoice for \$250 with written approval of the loan. Because the Museum is unable to bear the cost of processing, this fee is due upon receipt. In addition to the above administrative fees, the Borrower is responsible for conservation fees, and all other-loan related costs (see Related Fees for All Loans at the end of section I).

2. Loans for Exhibition and Related Purposes. Loans to UC museums and departments for exhibition purposes shall be charged a flat fee of \$250 plus \$35 per hour over the first eight hours, per staff member assigned to process the loan. These administrative fees cover the costs of locating collections, review by staff, registrarial oversight of procedures to process, pack, ship, monitor, receive, and return collections to storage. The Borrower will receive an invoice for \$250 with written approval of the loan. Because the Museum is unable to bear the cost of processing, this fee is due upon receipt. In addition to the above administrative fees, the Borrower is responsible for all necessary conservation fees, and all other loan-related costs (see Related Fees for All Loans at the end of section I).

B. Fees for Non-University of California Institutions

1. Loans for Research and Other Scholarly Pursuits. Students and scholars requesting loans of material for use outside the Museum shall be charged a flat fee of \$250 plus \$50.00 per hour for each staff member assigned to process the request in addition to conservation costs. These administrative fees cover the costs of locating collections, review by staff, registrarial oversight of procedures to process, pack, ship, monitor, receive, and return collections to storage. The Borrower will receive an invoice for \$250 with written approval of the loan. Because the Museum is unable to bear the cost of processing, this fee is due upon receipt. In addition to the above administrative fees, the Borrower is responsible for conservation fees, and all other loan-related costs (see Related Fees for All Loans at the end of section I).

2. Loans for Exhibition and Related Purposes. Once approved, loans to institutions not affiliated with University of California will be charged an administrative fee of \$200 per object for exhibition loans at the first or single venue. Objects in exhibitions traveling to different venues, will be charged \$100 per object per additional venue. Administrative fees cover the costs of locating collections, review by staff, oversight of procedures to process, pack, ship, monitor, receive, and return collections to storage. The Borrower will receive an invoice for these fees with written approval of the loan. Because the Museum is unable to bear the cost of processing, this fee is due upon receipt. In addition to the above administrative fees, the Borrower is responsible for all conservation fees, and all other loan-related costs (see Related Fees for All Loans at the end of section I). Please note, once a formal loan request has been received, and review by PAHMA staff has begun, if the loan request is cancelled, withdrawn or postponed indefinitely by the Borrower, a Loan Request Cancellation Fee of \$200 will be charged to the prospective Borrower.

*Related Fees for All Loans:

- Conservation: In-house conservation will be billed at \$60 per hour plus the cost of materials. In the event that in-house conservation is not available, contract conservation will be charged at the contractor's rate.
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- Mount Making: In-house mount making is billed at \$30 per hour in addition to the cost of materials. In the event that in-house mount making is unavailable, contract mount making will be charged at the contractor's rate.
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- Appraisal: The appraisal fee will be borne by the Borrower.
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- Insurance: The cost of all risk fine arts "wall to wall" insurance for the duration of the loan period (in transit and on location) of each object's appraised value will be borne by the Borrower.
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- Packing: Costs of material and labor will be borne by the Borrower.
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- Shipping: The shipping method will be specified by the Phoebe A. Hearst Museum of Anthropology. All transportation costs (carrier, customs, brokerage, freight forwarding, additional security, etc.) will be borne by the Borrower.
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- Courier: The Borrower is responsible for a courier fee of \$100/day or \$50/half day, in addition to all of the courier's transportation costs, accommodations, and meals associated with the courier's work.

PLEASE NOTE: The Museum's Centennial celebration began in September of 2001. Many of the most significant objects from our world-wide collections are on exhibit

through 2003 and are not available to researchers or for loan. Please check with Registrar Joan Knudsen, by email at: pakhet@uclink4.berkeley.edu or phone: 510-643-6390 about requests for loans and Collections Manager Leslie Freund, by email at: freund@uclink4.berkeley.edu or phone: 510-643-1192 about research requests.

II. Other Access (Not Loans)

A. Government Agencies and Cultural Resource Management (CRM) Firms.

1. Representatives who wish to personally examine the Museum's collections and/or facilities will be charged \$90 per hour for each staff member assigned to facilitate the request. Fractions of an hour will be rounded to the nearest half hour. The fee for photocopying related documents is \$20.00 per hour plus 25¢ per page.

2. Agencies and firms that prefer to engage the Museum's staff to carry out small document research and inventory projects will be charged \$90 per hour for each staff member assigned to complete the request. Fractions of an hour will be rounded to the nearest half hour. The fee for photocopying related documents is \$20.00 per hour plus 25¢ per page. In cases which require extensive documentation or inventory work such as those initiated under the Curation of Federally-Owned and Administered Archaeological Collections Act (36 CFR 79), the Museum will consider requests for a reduced fee schedule. Refer to the Museum's policy statement entitled, NAGPRA, Federal Curation Act and Federal Collections Held by the Museum, for further details.

B. Commercial Photographers, Filmmakers, Broadcasters

1. Any organization or agency requesting to use the Museum's collections and/or facilities including the exhibit hall for commercial photographic, film, or broadcast purposes will be charged \$100 per hour for staff assistance, plus a \$150 fee for each object photographed in the Museum or at the agency's studio. When a staff member must accompany Museum objects for photographic purposes away from the UC Berkeley campus, the borrowing agency must cover a courier fee of \$100/day or \$50/ half day, in addition to all of the courier's expenses including meals and transportation.

2. In the event that a commercial organization uses Museum facilities and its staff for an entire day (six or more hours), the charge for one staff member assistant and consultation with other staff will be a minimum of \$600 plus the photographic fee of \$150 per object