

General Facility Report Collections Stewardship of the American Alliance of Museums

Adopted 1988 • Revised 1998, 2008, 2019

CONFIDENTIAL



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Alliance of
Museums**

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The AAM Press

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General Facility Report, 4th edition of the revised *Standard Facility Report*
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Preface

The leadership of the Collections Stewardship Professional Network of the American Alliance of Museums is excited to present the fourth edition of the General Facility Report (GFR).

Museums of varying sizes and disciplines use the GFR for the purposes of lending and borrowing works of art, artifacts, and specimens. Collections items frequently travel from institution to institution in order to be viewed and/or studied by a greater number of people. As custodians of these collections, museums have a duty to ensure their safety so that they can be enjoyed by future generations. By using the GFR, borrowing institutions are held to a higher standard that ensures collections are kept safe. All of this based on trust.

The contents of the 2019 edition of the GFR are not entirely new, but rather edited to meet the needs of today's museums and museum professionals. The committee built upon the existing document as much of the tremendous work of the 2008 committee is too valuable to simply start anew.

In this edition, the committee sought to make the form more streamlined by removing duplicate questions, combining sections, and changing the order of some of the questions. In addition, the language was made more accessible by museums and museum professionals and questions were rewritten for the sake of clarity. As a result, this committee created the first version of the "short form."

Other more subtle differences include the greater acknowledgment that museums and exhibiting institutions are not wholly independent entities. Many are part of a larger institution such as a college or university, a government agency, or even private companies. It is not just museums borrowing from other museums, but other organizations as well. For example, matters such as insurance and facilities are often handled by the parent organization, not just the borrowing institution. The 2020 edition of the GFR reflects this and hopes the questions help clarify this matter.

The GFR is intended to be used by large institutions, smaller local museums, and every type in between. By streamlining the form and clarifying the questions, we hope users will find this edition of the GFR much easier to complete.

This document is intended to be a living, breathing form and continued edits are expected as best practices are updated. By no means is this the final version of the GFR. We expect a future committee to carry on this work, and continue making this the standard tool by which museums ensure the safety of their collections when agreeing to loans.

A great debt of gratitude is extended to previous writers and readers of the 2008 edition. This committee wishes to especially acknowledge the work of Jeanne Miriam Benas, Christina Kelly Schwartz, Elizabeth E. Merritt, and Darlene Bialowski as well as the other members of the 2008 committee who were crucial for this edition to succeed.

Thank you to the 2019 committee for their work and commitment. In just a short time, they managed to edit an important document that will continue to be crucial for the museum world. Likewise, we thank the staff at the American Alliance of Museums for their guidance and support, particularly Dean Phelus who worked with CS-AAM to help bring diverse voices from multiple disciplines, museum sizes, and professions together to create the form you read here.

We also owe heartfelt thanks to all the registrars, collections specialists, traveling exhibition professionals, shipping and crating specialists, art handlers, insurance representatives, conservators, facilities staff, exhibition staff, museum directors, everyone who has raised a voice, asked a question, and used the GFR in previous years. Without your input, questions, and suggestions, this form could very easily remain stagnant. We endeavored to implement changes reflecting your feedback and hope it makes the business of lending collections more efficient.

Sebastián E. Encina
Chair, Collections Stewardship Professional Network of AAM
Collections Manager, Kelsey Museum of Archaeology, University of Michigan

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Checklist of Attachments

When submitting a General Facility Report, include:

- Completed General Facility Report (long form)
- Or -
- Completed General Facility Report (short form)*
- And -
- Floorplans showing location of loan materials display and storage
- Climate readings (confer with lending institution for required readings)

*I/We attest that by checking the following boxes, I/we confirm the borrowing institution (Borrower) is not within an environmental disaster zone, and intends to keep loan materials within its own facility. Thus, I/we am/are submitting the short form of the General Facility Report:

- Borrower is NOT in an earthquake or earth movement zone
- Borrower is NOT in a flood zone
- Borrower is NOT in a hurricane zone
- Borrower is NOT in a tornado zone
- Borrower is NOT in a brush or urban interface zone
- Borrower will NOT use an external shipping/packing facility
- Borrower will NOT display or store in location besides own primary facility
- Borrower will NOT display outdoors and/or exposed to elements

If any of these are not marked, complete the long form.

Where will requested loan items go:

- Temporary exhibition gallery Permanent exhibition gallery
- Storage
- Other (specify):

Indicate the system of measurement used to report dimensions and weight capacities for your building:

- English measure (inches, feet, miles, pounds, etc.)
- International System of Units (IS) (centimeters, meters, kilometers, kilograms, etc.)

Borrowing Institution Profile

Name of borrowing institution/loan venue	Columbia County Historical Society
Parent organization	
Contact person	Dr. Taryn Marie Zarrillo
Title	Curator
Mailing address	PO Box 311
Street address	5 Albany Avenue
Shipping address	see above
City	Kinderhook
State/Province/Region	NY
Country	USA
Telephone number (include country code)	518-758-9265
Fax (include country code)	
E-mail (for contact person)	tmzarrillo@cchsny.org
Website	www.cchsny.org
Purpose of loan/ exhibition title	Painting (landscape) exhibition
Dates of exhibition	June 2026 - Dec 2026
Dates at loan venue	May 2026 - Dec 2026

Notice and Instructions

NOTICE: It is understood that the information in this form is critically **CONFIDENTIAL** and will be used by the potential lenders only in evaluating facilities of potential borrowers and in preparing applications for indemnity as regards loan objects. This form must be stored in a secure location and copies must not be made or distributed without the express consent of the subject institution. This form will not be distributed in any format unless otherwise agreed to by all the parties.

INSTRUCTIONS FOR COMPLETING THE FACILITY REPORT:

- Complete all questions in the report that are applicable to the institution. Consult with other staff members, local agencies, or other departments with specific expertise for select responses, if necessary.
- **Attach a floor plan of the building and any additions where loans will go (include digital images if they help support this report). Mark any important features. Such features can include, but are not limited to:**
 - Where loan object(s) would be displayed
 - Vents within display area
 - Fire doors between display area and other parts of the building
 - Portable fire extinguishers, fire suppression and detection systems
 - Overhead piping and HVAC systems
 - Receiving area
 - Passage from receiving area to display area(s) clearly marked
 - Reception areas permitting food and/or drink
 - Guard stations
 - Windows
 - Exits and entrances
- **Attach a copy of recent actual relative environmental (temperature and humidity) readings for display area(s) in which loan objects would be displayed.** (Confer with lender to determine required duration of readings and if either recent readings or time of year, as pertains to the proposed borrow dates, are required.)
- **If institution is composed of multiple buildings, indicate the building where loan materials will go. Fill this form with information relating to that building. If loan will go into multiple buildings, please duplicate questions/pages relating to different buildings, and attach to completed form.**
- NOTE: Before filling in the form ensure "Highlight Existing Fields" is clicked above.

If any or all loan materials will travel to facilities or institutions other than the one named in this document, a separate General Facility Report must be completed for each venue, regardless of origin of request.

1. General Information

1.01 Is your institution currently accredited by the American Alliance of Museums? Yes No
If yes, date of most recent accreditation decision: 2026

1.02 Is your institution partially or wholly incorporated in a parent institution? Yes No
If yes, please indicate the type:

- University/College
- Corporation
- Other (specify):
- Federal/Tribal/State/Local Public Entity

Name of parent institution:

1.03 Check the type(s) that best describe your institution:

Museum **nonprofit or** **profit**

- Aquarium
- Arboretum/Botanical Garden
- Art
- Children/Youth
- General
- Historic House
- Other (specify):
- History
- Natural History/Anthropology
- Nature Center
- Science
- Zoo
- Tribal/Native Culture

University/College

- Museum or Gallery
- Student Center/Union
- Department:
- Other (specify):
- Archive
- Library

Cultural Organization

- Archive
- Religious Institution
- Fair Building/Exposition
- Other (specify):
- Library
- Civic/Exhibition Center
- Tribal/Native Culture

Government Institution

- Agency
- Consulate
- Other (specify):
- Embassy
- Tribal Nation

Private For-Profit Institution

- Business
- Gallery
- Other (specify):
- Archive

1.04 Is anyone on security or buildings/facilities staff OSHA certified? Yes No
If yes, please list person(s):
If yes, please list type of certification(s):

If yes, please list type of certification(s) - continued:

STAFF AND SUPPORT

1.05 Provide information on key staff members who will work with exhibitions, including work and fax numbers, email addresses, and mobile numbers for employees and one after-hours emergency contact number. Under employment status, indicate if employee is a full- or part-time staff member, a volunteer/docent, a contractor, or employed by university/government/parent institution. If employee is a contractor or employed by university/government/parent institution, provide the name of the contracting firm, organization, or department.

POSITION	NAME	TITLE	TELEPHONE FAX MOBILE	E-MAIL	EMPLOYMENT STATUS
Director (chief executive officer)	Aimee Strunk-Reinoehl	Executive Director	Work: 5187589265 Fax: Mobile:	aimeestrunk@cch sny.org	F/T
Security Supervisor			Work: Fax: Mobile:		
Registrar or Collections Manager I			Work: Fax: Mobile:		
Registrar or Collections Manager II			Work: Fax: Mobile:		
Exhibitions Manager	Kristy King		Work: Fax: Mobile:		P/T
Art Handler or Preparator	Nicolas Martin	Installer	Work: Fax: Mobile:		Contractor
Shipping/ Receiving Officer			Work: Fax: Mobile:		
Curator I	Dr Taryn M Specialty: Zarrillo	Curator	Work: 5187589265 Fax: Mobile: 6173209071	tmzarrillo@cchsny .org	F/T
Curator II	Specialty:		Work: Fax: Mobile:		
Conservator I	Specialty:		Work: Fax: Mobile:		
Conservator II	Specialty:		Work: Fax: Mobile:		
After-hours emergency contact	Zarrillo or Strunk		Home: Mobile: 6173209071 Fax:		

If permanent staff is insufficient for this loan, explain plan for supplemental staffing:

2. Building Construction, Configuration and Maintenance

GENERAL

- 2.01 What year was the original building constructed? 1915
What building materials were used? Stone, brick, concrete
- 2.02 Are there newer additions since the original construction? Yes No
What year was/were the addition/s constructed? N/A
What building materials were used?
N/A
- 2.03 What type of fire resistant materials were used?
Stone, Brick, Concrete
- 2.04 Is there carpeting in any space where loan items will be stored/exhibited? Yes No
- 2.05 Are all building structures freestanding? Yes No
If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how building access is restricted/monitored: N/A
If no, are the structures separated by fire doors? Yes No
- 2.06 How many floors does the building have? 2
If more than one floor, indicate mode of access between levels:
 Stairs Elevator Other (specify)
- 2.07 Will there be any anticipated or active construction of renovation projects during the loan period? Yes No
If yes, explain:
If yes, will work occur near exhibition area(s)? Yes No
Explain how potential fire, vibration, construction material, and/or environmental hazards will be mitigated:
- 2.08 Describe the type and location of public programming that take place in the building:
Library and Archive research, Exhibition access
Do these activities take place in galleries? Yes No
Will any other temporary activities or types of exhibitions be taking place in the building during the proposed loan period? Yes No
If yes, explain: There are exhibitions happening in 2 other additional galleries
- 2.09 Are eating and drinking ever permitted in:
Temporary exhibition galleries? Yes No
Exhibition storage? Yes No
Receiving area? Yes No
Exhibition preparation area? Yes No
Permanent/Exhibition galleries? Yes No
If yes, explain:

2.10 Regarding the museum's pest management program, are routine inspections performed for rodent, insect, vermin and microorganism? Yes No

If yes, describe means and frequency: Bi-monthly

If no, explain:

2.11 Are routine extermination/fumigation procedures performed? Yes No

If yes, describe methods, products used, and frequency: As needed

Describe action taken if and when an infestation occurs:

If no, explain: As needed basis. Has not been needed

EXHIBITION SPACE(S) (TEMPORARY OR PERMANENT)

2.12 Indicate the layout of exhibition space(s):

One large room Series of small rooms Other (specify):

2.13 Provide the dimensions of the exhibition galleries in which loan objects will be displayed.

50' x 40'

2.14 What is the weight load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?

N/A

2.15 Are any exhibition galleries located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? Yes No

If yes, describe:

2.16 Are there any water fixtures or accessories, such as plumbing pipes, sinks, water fountains, etc., located *in* or *above* areas where loans will be processed/stored/displayed? Yes No

If yes, describe:

2.17 Are any permanent structures located in the areas where loans will be processed/stored/displayed (columns, sculptures, etc.) that would hinder the movement or safety of the loan objects? Yes No

If yes, describe:

2.18 Will loan objects be displayed on or near a modular wall partition/panel system? Yes No

If yes, means of support: Supported at floor and ceiling Supported at floor only

Describe the materials used in construction:

Are these walls/partitions covered with a flame-resistant paint or fabric Yes No

2.19 Describe how the exhibition galleries where loans are displayed are managed during an exhibition with regard to routine light replacement, cleaning procedures, and equipment maintenance:

Galleries are vacuumed and inspected weekly for lighting issues ect. Staff check room daily

SHIPPING AND RECEIVING

2.20 What are normal receiving hours? 9-5 M-F

2.21 Can a delivery at times other than these hours be accommodated? Yes No

2.22 What is the maximum size vehicle the loading area will accommodate? N/A

2.23 Are there other restrictions to the loading dock, such as tight turns, street parking, etc? (see next page)

Yes No

2.24 Does the borrowing institution have (or have access to) the following (mark all that apply and provide requested details that relate to the loan object(s) in question):

- Shipping/receiving door (dimensions: height width)
- Raised loading dock (height from ground:)
- Dock leveler/lift
- Forklift (weight capacity:)
- Hydraulic lift (weight capacity:)
- Crane (weight capacity:)
- Ramp (length: width:)
- Scaffolding (height:)
- Other (specify):

2.25 What is the maximum size crate the shipping/receiving door can accommodate?
height: 12 width: 9 depth:

2.26 Can this same size crate also be moved within the facility from your shipping/receiving area to the exhibition galleries? Yes No

If no, explain:

2.27 Is shipping/receiving area: Sheltered Enclosed Neither

2.28 Is staff available for loading and unloading of crated loan objects at the shipping/receiving area? Yes No

If yes, how many? as needed

If no, explain:

2.29 Is there a secure shipping/receiving area separate from the general loading area? Yes No
If yes: Dimensions: length: width: ceiling height:

If yes, is this area used only for exhibition objects? Yes No

If no, describe other uses:

2.30 Is there a freight elevator? Yes No

Elevator interior dimensions: depth: width: ceiling height

Elevator door dimensions: width: height:

Weight/Load capacity:

What is the last date the elevator(s) was (were) inspected, as displayed on the inspection certificate?

2.31 If there is no shipping/receiving door or a raised dock, how are shipments received? Describe loading area (and indicate on attached floor plan):

Through front double door

2.32 Does the institution have a van or truck appropriate for transporting loan objects? Yes No

If yes, provide dimensions of:

Door H W

Interior L W

Is the vehicle (check all appropriate):

- Air-ride Climate-controlled
- Equipped with an alarm system Equipped with movable straps
- Equipped with a lift gate

2.33 For the movement of loan objects, which companies (either air or ground) have given consistently good and conscientious service to the institution?

Company Name	Contact Individual	Telephone Number
Func Art	Amy O'Shea	518-758-6276

2.34 If museum employs a customs broker, provide name and contact information, including email address:

Handling and Packing

2.35 Where are objects unpacked/repacked/prepared for exhibition? (Number all appropriate items in order of priority, with "1" being the space most frequently used.)

- | | |
|--|------------------------------------|
| <u> </u> Receiving room | <u> 1</u> Exhibition galleries |
| <u> 2</u> Exhibition preparation room | <u> 3</u> Storage area |
| <u> </u> In-house packing facility | <u> </u> Outside packing facility |
| <u> </u> Other (specify): | |

2.36 Is staff specially trained to pack and unpack loan objects? Yes No

If yes, how many? 1

Is there a supervisor? Curator

What type of training is provided? Museum cert

If no, indicate who does this work:

2.37 Do staff use gloves for handling objects? Yes No

If not, explain:

2.38 Do volunteers or interns handle loan objects? Yes No

If yes, how are they trained and who supervises their work?

2.39 How are loan objects moved between exhibition floors?

2 or more person team

2.40 Are written incoming and outgoing condition reports made on all loan objects? Yes No

If yes, by whom? Curator

If no, explain:

2.41 Do museum staff mat and frame art? Yes No

If no, indicate who does:

2.42 Can vitrines, cases, mounts, etc. with special requirements be built upon request? Yes No

STORAGE

2.43 Where are loan objects stored before they are installed (number all appropriate items in order of priority, with "1" being the space most frequently used)?

- | | |
|--------------------------|---------------------------------|
| <u> </u> Receiving room | <u> 1</u> Exhibition galleries |
|--------------------------|---------------------------------|

2 Exhibition preparation room

3 Storage area

 In-house packing facility

 Outside packing facility

 Other (specify):

2.44 Is there a secured, in-house storage area for loan objects? Yes No

Interior dimensions: length: 25 width: 15 ceiling height 15

Dimensions of door: height: 9 width: 4

Is the in-house storage area for loan objects (check all that are appropriate)?

Separate from your permanent collection storage

Locked

Alarmed

Above ground

Climate-controlled (See Section 3 for detailed environmental information)

Who has access/keys? Curator and Director

How is access controlled? By staff

Is storage underground/basement area?

Yes No

Are the loan objects stored at least 12 inches off of the floor?

Yes No

Is the storage area alarmed with a water detection system?

Yes No

Is the storage area climate controlled?

Yes No

How often is the area checked for overall conditions? daily

2.45 Do you have a highly secured, in-house storage area for valuable small loan objects?

Yes No

Describe: Double locked room within room

2.46 Where are empty loan object crates stored (check all that are appropriate)?

On-premises

Is area:

locked

temperature-controlled

humidity-controlled

pest-controlled

Off-premises (specify type of facility):

Is area:

locked

temperature-controlled

humidity-controlled

pest-controlled

2.47 If crates are stored off-site, how are they transported back and forth?

Art agent

Museum vehicle

Other (specify):

3. Environment

HEATING AND AIR CONDITIONING

3.01 Is the heating and cooling equipment in operation 24 hours a day, 7 days a week, including times when the building is closed to staff? Yes No

Year installed:

Is there a back-up system for heating and cooling system?

Yes No

If yes, describe and indicate how long can it operate?

3.02 Describe the type and location of the environmental control systems (check all that are appropriate):

Environmental control system	Permanent Exhibition Galleries	Temporary Exhibition Galleries	Exhibition Storage	Other (specify):
Central 24-hour temperature control system	■	■	■	
Central 24-hour humidity control system				
Central 24-hour filtered air system				
Local air conditioner (room or window unit)				
Local de-humidifier			■	
Local humidifier			■	
Simple heating (specify):				
Other (specify):				

3.03 Describe cooling system:

Cooling System	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In permanent exhibition galleries		
In storage		

3.04 Describe heating system (i.e., convection, forced air, solar):

Heating System	Type	Year Installed or Upgraded
In temporary exhibition galleries	radiant heat	1990
In permanent exhibition galleries	radiant heat	1990
In storage	radiant heat	1990

3.05 Describe humidity control equipment:

Humidity control	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.06 Are additives (i.e. corrosion-inhibitors, water treatments) used in the humidification system?

Yes No

If yes, explain:

Are portable cooling, heating, or humidification devices used anywhere in the facility?

Yes No

If yes, what kind and where? As and where needed

3.07 Who monitors and services the environmental control systems?

- Staff (Indicate name and title)
- Contracted maintenance company (indicate name of company)
- Call for repairs as needed (indicate name of company)
- University/government/parent institution staff (indicate department or contact person)

Indicate name: First Fuel

3.08 How often are the environmental systems monitored and serviced? Bi-annually +

3.09 Can temperature and relative humidity levels be adjusted to meet the needs of different types of objects? For example, conditioned casework. Yes No
If yes, how?

3.10 How closely are loan objects positioned to heating, air conditioning or humidification vents or units? Describe and provide distance for all applicable:
Over 6 feet away

3.11 What are the environmental conditions in (mark the most appropriate):

	Permanent Exhibition Galleries	Temporary Exhibition Galleries	Exhibition and/or Loan Storage
Individually controlled			
Controlled as part of the entire building or with several other rooms	X	X	X

3.12 Are temperature and relative humidity levels monitored and recorded on a regular basis in:

- Permanent exhibition galleries? Yes No
- Temporary exhibition galleries? Yes No
- Temporary exhibition storage spaces? Yes No
- Display cases containing environmentally sensitive material? Yes No

If yes, by what means: Hygrothermograph(s) Hygrometer(s)
 Electronic data logger(s) Other (specify):

Indicate frequency: daily

How long are records kept? 3 years

3.13 How many of each of the following are available and how often are they calibrated?

Equipment	Number available	Frequency of calibration
Hygrothermographs		
Psychrometers		
Hygrometers	15	monthly
Electronic data loggers		

3.14 What are the recorded temperature and relative humidity ranges in (fill areas where loans will go):

	Temporary Exhibition Galleries		Permanent Exhibition Galleries		Exhibition Storage	
	Temperature	% RH	Temperature	% RH	Temperature	% RH
Temperature and humidity						

Spring/Summer	68-74	50-65	68-74	50-65	68-74	50-65
Fall/Winter	60-68	40-52	60-68	40-52	60-68	40-52

3.15 What is the maximum usual variation percentage within a 24-hour period (taking into account climate changes and local conditions) in:

Temperature and humidity	Temporary Exhibition Galleries		Permanent Exhibition Galleries		Exhibition Storage	
	Temperature	% RH	Temperature	% RH	Temperature	% RH
Spring/Summer	70-74	52-56	70-74	52-56	70-74	52-56
Fall/Winter	60-65	35-50	60-65	35-50	60-65	35-50

LIGHTING

3.16 What type of lighting is used in the exhibition galleries (check all that are appropriate)?

- | | |
|--|--|
| <input type="checkbox"/> Daylight | <input type="checkbox"/> Fluorescent |
| <input checked="" type="checkbox"/> Windows | <input type="checkbox"/> UV Filtered |
| <input checked="" type="checkbox"/> UV filtered | <input checked="" type="checkbox"/> Incandescent |
| <input checked="" type="checkbox"/> Equipped with shades or drapes | <input type="checkbox"/> Tungsten |
| <input type="checkbox"/> Skylights | <input type="checkbox"/> Iodide |
| <input type="checkbox"/> UV filtered | <input type="checkbox"/> Quartz |
| <input type="checkbox"/> Equipped with shades or drapes | <input checked="" type="checkbox"/> LED |
| <input type="checkbox"/> Other (specify): | |

3.17 Is a visible light meter available? Yes No

If yes, what type:

Is a UV meter available? Yes No

If no to either, can one or both be purchased? Yes No

3.18 How low can light levels be adjusted (lux)? Full range dimmable

3.19 Are display cases ever internally lit? Yes No

If yes, what type of lighting is used in the display cases (check all that are appropriate):

- | | | |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Fluorescent | <input type="checkbox"/> Incandescent | <input type="checkbox"/> UV filtered |
| <input type="checkbox"/> Fiber optic | <input type="checkbox"/> LED | <input type="checkbox"/> Other (specify): |

3.20 Are loan objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? Yes No

If yes, how: no direct lighting on objects

3.21 Are display cases ever sealed, or do they have dust filters in place? Yes No

If yes, explain: cases are tightly seated

4. Fire Protection

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.03 and 4.13 and 4.16.

4.01 What is the fire rating of the building (e.g., A1)?

4.02 Is the entire building protected by a fire and/or smoke detection/alarm system? Yes No

If yes, indicate type (ion detectors, etc.):

If no, describe areas not protected:

4.03 Does the fire detection/alarm systems employ components listed by Underwriters Laboratories (UL)?

Yes No

If yes, are the systems installed according to UL standards?

Yes No

If no, explain:

4.04 Are all emergency exit doors equipped with alarms?

Yes No

If yes, indicate type:

Do doors automatically unlock when a fire alarm is activated?

Yes No

If emergency exit doors are not equipped with alarms, describe security mechanism:

4.05 How are the systems checked? Annual review and inspection

By whom? Dynamark

How frequently? yearly

4.06 How is the fire/smoke detection/alarm system activated (check all that are appropriate)?

System Activation	Temporary Exhibition Galleries	Exhibition Storage Areas	Permanent Exhibition Galleries
Self-activated heat detection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self-activated smoke detection			
Control panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual pull stations			
Water flow switches in sprinkler system			

4.07 Who does the fire alarm system alert (check all that are appropriate)?

Proprietary central station (specify): New England Security Center

Local audible alarms

Local fire station - direct line (if ALL systems do not automatically register at the fire station, indicate which ones do not):

University/government/parent institution central station (specify):

UL/FM central station (specify company):

Other (specify):

4.08 Indicate the type(s) of fire suppression system(s) in the following areas (check all that are appropriate):

Sprinklers	Loading Dock	Storage	Galleries	Year Installed
Wet pipe				
Dry pipe				
Pre-action				
Other (specify):				

Who is responsible for turn-off?

Are the staff and guards trained in turn-off procedures?

Yes No

Many states now require sprinklers in display cases that measure larger than 8'h x 8'w x 4'd.
 Will loan objects be displayed in cases of this size or larger? Yes No

If so, are sprinklers installed within the cases? Yes No

Gaseous fire suppression systems	Loading Dock	Storage	Galleries	Year Installed
Clean agent 1 (type)				
Clean agent 2 (type)				
Other (specify):				

Fire hose cabinets per local fire code

Loading Dock	Storage	Galleries
N/A		

Are fog nozzles installed? Yes No

How often are fire hoses and cabinets inspected and maintained? N/A

Portable fire extinguishers (indicate number per area)

Loading Dock	Storage	Galleries
N/A	2	2

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other) and if they differ by area: Dry chemical +

4.09 How often are portable fire extinguishers tested? yearly +

4.10 How often is staff trained in the use of portable fire extinguishers? Yes +

4.11 Are the doors between floors or rooms fire-resistive or smoke-sealed? Yes No

4.12 Is smoking allowed anywhere in the facility? Yes No
 If yes, in what areas and under what conditions?

4.13 How far is the facility from the nearest local fire station? Quarter of a mile +

4.14 How long does it take the fire department to arrive at the facility in response to an alarm?
 10 min +

4.15 How far is the facility from the nearest fire hydrant? 200 feet +
 Does the local fire department make sure nearest hydrants are working? Yes No
 If yes, how often and by whom? Annually, by Village staff +

4.16 Is the local fire station staffed 24 hours a day? Yes No +
 If no, explain how personnel are alerted: Pagers and phone app

What is the town class number for the fire department? (NB 4, NB 5, NB 9)?

Has the fire department visited this facility and met with staff to plan a course of action should a fire occur at the facility? Yes No

Date of the last visit by the fire department for planning: Summer 2025

If no, is the institution willing to devise a plan with the fire department? Yes No

4.17 Does the institution have an established fire emergency procedure? Yes No

If yes, how frequently are staff trained in this procedure? yearly

If no, explain:

Is there an on-site fire brigade? Yes No

Is there a backup fire emergency procedure? Yes No

If yes, explain:

5. Security

GUARDS AND ACCESS

5.01 Is there a 24-hour human guard security (as opposed to periods of electronic-only surveillance)? Yes No

If yes, is there a staffed control center and does it have visual oversight of the entire facility? Yes No

If no, would the institution be willing to hire additional guards, if required? Yes No

5.02 What type of security personnel does the facility utilize (check all that are appropriate)?

Staff security employees (with certified training)

Other staff

Contractors from an outside service company (Name of company: _____)

Students

Volunteers/docents

University/government/parent institution security/police

Other (specify): _____

5.03 Is there a trained security supervisor in charge at all times? Yes No

If no, explain: We are too small a facility

5.04 Are security personnel specially trained for this facility? Yes No

If yes, briefly explain the extent and duration of their training:

If no, explain: N/A

5.05 Are guards (check all that are appropriate):

Armed? Radio-equipped?

Pager-equipped? Phone-equipped?

Other (specify): _____

5.06 Are background and credit checks on guards conducted prior to hiring? Yes No

Are background and credit checks on new employees performed? Yes No

Are background and credit checks on prospective employees performed? Yes No

5.07 Indicate the number of security personnel normally on duty:

Security personnel	Throughout Building		In Temporary Exhibition Galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When closed to the public, but open to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During closed hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 5.08 How many galleries are assigned to each guard?
 Is a guard assigned during installation and deinstallation of temporary exhibition galleries? Yes No
 If no, can one be, if required? Yes No
 How is access restricted during installation and deinstallation of temporary exhibitions?
 Locked doors
- 5.09 How often are temporary exhibition galleries checked when closed? Daily
 By whom? staff
 How is the frequency of these checks ensured (e.g., checkpoint system, etc)? Log
- 5.10 How often are "checklist" checks made of the objects in temporary exhibitions? Daily
 Who is responsible for these checks? Curator
- 5.11 Are loan objects in each temporary exhibition gallery recorded photographically? Yes No
- 5.12 Are records of internal movement and relocation of loan objects maintained? Yes No
- 5.13 Are security personnel stationed at all entrances and exits to the building during open hours?
 Yes No
 If no, explain: N/A
- 5.14 Describe security precautions taken in the shipping/receiving area:
 N/A
- 5.15 Indicate the positions/titles of those individuals authorized to sign for the removal of objects from the building: Curator
- 5.16 Is every object entering or leaving the building signed in and out by security personnel?
 Yes No
 If no, explain: N/A
- 5.17 How many staff have keys to exterior doors, temporary/permanent exhibition galleries and/or temporary storage areas? 3
 Specify positions/titles: Director / Curator / Exhibition design
 How often are the locks changed? N/A
 Is there a key holder inventory? Yes No
 If yes, how often is it updated? Bi-annually
- 5.18 Are the contents of bags, briefcases, etc. checked upon entering and exiting?
 Visitor contents: Yes No
 Staff contents: Yes No
 If no to either, explain: N/A
 Is there a hand carry size restriction? Yes No
 If yes, what is it?
- 5.19 Is there a sign-in/sign-out procedure for after-hours staff? Yes No
- 5.20 Are exterior perimeter checks of the building carried out? Yes No
 If yes, by whom and how frequently?
 Local police
 If no, explain:

- 5.21 Do staff (paid and volunteer) and special guests wear identifying badges when in private (non-public) areas of the building?
- Staff (paid) Yes No
- Volunteer Yes No
- Special guests Yes No
- Are special guests escorted by paid staff (security or other) when in nonpublic areas of the building? Yes No
- 5.22 Does the institution have an emergency response plan? Yes No
- How frequently is staff trained in its implementation? Yearly
- Does the institution have a disaster recovery plan? Yes No
- How frequently is staff trained in its implementation? Yearly
- List the date of the last revision for each: 2025
- If there is no emergency response plan or disaster recovery plan, is the institution willing to devise one or both? Yes No
- 5.23 What emergency procedures are observed in the case of theft or vandalism?
- Contact local law enforcement
- 5.24 Are visitors permitted to photograph loan objects in temporary exhibition galleries? Yes No
- If yes, under what circumstances?
- No Flash, hand-held only, personal use only
- If yes, what is the policy on the use of tripods and selfie sticks in temporary exhibition galleries?
- Tripods Ok, no sticks

PHYSICAL AND ELECTRONIC SYSTEMS

- 5.25 Is there an electronic security alarm system in operation throughout the building? Yes No
- If not throughout, specify which areas are not protected:
- 5.26 What types of detection equipment are in operation (check all that are appropriate):
- | | |
|---|--|
| <input checked="" type="checkbox"/> Magnetic contacts | <input type="checkbox"/> Microwave motion detectors |
| <input type="checkbox"/> Photo electric beams | <input type="checkbox"/> Passive infrared motion detectors |
| <input checked="" type="checkbox"/> Ultrasonic motion detectors | <input type="checkbox"/> Pressure mats on switches |
| <input type="checkbox"/> Sonic sensors | <input type="checkbox"/> Closed circuit television (CCTV) |
| <input type="checkbox"/> Break glass sensors | <input type="checkbox"/> Water detection devices |
| <input type="checkbox"/> Other (specify): | |
- If yes to CCTV, how long are recordings archived?
- 5.27 Is the security system certified by Underwriters Laboratories (UL)? Yes No
- Are its components listed by UL? Yes No
- 5.28 Where does the detection system sound an alarm? (check all that are appropriate)
- Proprietary central station (specify): New England Security Center
- Local audible alarms
- Local police—direct line (if ALL systems do not automatically register at the police station, indicate which ones do not):
- University/government/parent institution central station (specify):

UL/FM central station (specify company):

Other (specify): Senior staff members

5.29 Do exterior doors open directly into the temporary exhibition galleries? Yes No
If yes, indicate locking mechanism:

5.30 Are there windows in the temporary exhibition galleries? Yes No
If yes, what type of physical security (e.g., bars, gates, mesh) protects them?

5.31 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? Yes No
If no, explain:

5.32 How are the security systems tested? By NE Security Center
How often, and by whom? Annually

5.33 Are tests conducted to determine the adequacy and promptness of human response to alarm signals? Yes No
If yes, how frequently? Annually
If no, explain:

5.34 Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm? Yes No
Who is responsible for keeping these records? NE Security

5.35 What is the procedure when an alarm sounds? Staff contacted, law enforcement contacted

5.36 How are fragile, small, or extremely valuable loan objects protected (check all that are appropriate)?

<input checked="" type="checkbox"/> Acrylic vitrines	<input type="checkbox"/> Glass vitrines
<input checked="" type="checkbox"/> Wall/permanent cases	<input checked="" type="checkbox"/> Free-standing cases (specify construction):
<input checked="" type="checkbox"/> Locked cases	<input type="checkbox"/> Cases secured with exposed screws
<input type="checkbox"/> Cases secured with covered screws	<input checked="" type="checkbox"/> Cases secured with security screws
<input type="checkbox"/> Cases with sealed seams	<input type="checkbox"/> Alarmed cases (specify type):
<input type="checkbox"/> Other (specify):	

If none of the above, can a secure case be borrowed or constructed? Yes No

If case(s) is/are locked, please explain locking method, and where keys/unlocking mechanisms are kept:
Keys kept in staff office

5.37 How are small, wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.)
Secure plates, mounting hardware

5.38 What hardware is used to hang large, framed loan works? wire and hooks, mounting brackets

5.39 Can framed loan objects be individually alarmed, if required? Yes No

5.40 Indicate methods used to deter public access to large exposed objects:
platforms, rails, signange

6. Insurance

- 6.01 How are collections insured (check all that are appropriate)?
 Self-insure Fine Arts Insurance
 University/Government/Parent Institution Other (specify):

6.02a If self-insured, and/or insured by university/government/parent institution, please provide:

Department that manages insurance:

Contact person:

Address:

Telephone number:

E-Mail:

Fax number:

Website:

6.02b If coverage is through a fine arts insurance company (completely or in addition to self-insurance) please provide:

Company/agency: Assured Partners

Broker/Agent name: Ryan Page

Address: 2880 US Highway 9, Valatie, NY 12184

Telephone number: 518-556-6284

E-Mail: ryan.page@assuredpartners.com

Fax number: 518-783-0345

Website: assuredpartners.com

How long has the institution carried insurance with this company/agency? 10+ years

6.03 Mark all coverage for loan objects covered under the insurance policy:

All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions

Coverage against burglary and theft

Coverage against fire

Coverage against rising water and water damage

Coverage against natural disasters (i.e., earthquake)

Coverage against mysterious disappearance

Coverage against employee dishonesty

Coverage against acts of terrorism

6.04 What are the applicable, non-standard exclusions of the policy affecting loan objects?

6.05 What are the deductible limits of coverage for loan objects?

6.06 Have there been any individual damages or losses to permanent, loaned or borrowed collections incurred within the last three years (whether or not a claim was filed)? Yes No

If yes, state the date of damage or loss, circumstances and cause (including incidents due to vandalism or unruly behavior), extent of the damage or loss, and whether there was litigation or subrogation to determine blame or negligence (attach an additional sheet if necessary):

What precautions have been undertaken to prevent any further incidents?

6.07 If the institution is self-insured, attach a copy of the Self Insurance Statute or provide a verification statement from the institution in the space provided below:

7. Loan History

7.01 List institutions/collections the museum has borrowed from within the past 3 years:

Name of lending institution	Object type(s)	Year
Brooklyn Museum	Furniture and objects	2018-long term
Shaker Museum	Ephemera	2010

7.02 List several temporary exhibitions the museum has hosted within the past 3 years:

Exhibition title (organizing institution)	Year
Portraits from the Permanent Collection	2021
Early Hand Tools and Agricultural Implements	2022
Birge Hill Farm	2024
A Village Institution: Kinderhook Bank	2025

8. Additional Information and Comments

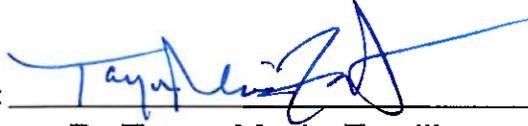
Please use this section to elaborate on answers and to provide more information that will strengthen the loan request.

9. Verification and Responsibility

The undersigned is a legally authorized agent for the subject institution and verifies completion of this report. The information indicated provides a complete and valid representation of the facility, security systems and care provided to loan objects.

By checking this box, I agree to the above terms

Signature: _____



Printed Name: Dr Taryn Marie Zarrillo

Title: Curator

Date: 1 February 2026

If date of completion is more than three years old, you may be asked to review and update all the information contained in this report.