

# Mabee-Gerrer Museum of Art

## Travel Trove Loan Agreement

**Lender:** Mabee-Gerrer Museum of Art (MGMoA)  
1900 W. MacArthur, Shawnee, OK 74804

**Date:** \_\_\_\_\_

**Contact:** Donna Merkt, Curator of Education  
405.878.5605, dlmerkt@mgmoa.org

**Trove:** Timeless Expressions

**Borrower:** \_\_\_\_\_ **Institution:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Requested Dates:** \_\_\_\_\_

**You may keep the Travel Trove for up to 2 weeks. Your trove must be mailed by** \_\_\_\_\_

**No. of Students to Benefit from the Trove** \_\_\_\_\_ **No. of teachers to use the Trove** \_\_\_\_\_

**Conditions:**

1. The Borrower agrees to abide by the guidelines for loans as set out below. These conditions may be modified only in writing and with the approval of the Curator of Education.
2. Objects borrowed from the MGMoA shall be given special care at all times to guard against loss, damage, and deterioration.
3. On return the loan must be packed in the same manner as received and with the same cases, pads, and packing materials. In cases of damage to packing materials, the Borrower must contact the MGMoA Curator of Education (listed above).
4. Any changes in the condition of the loan objects (variation from the stated guidelines in this agreement, loss, thefts, or damage to the loan) in transit, during storage or in the process of being used must be reported immediately to the MGMoA Curator of Education.
5. **The Borrower is responsible for incoming and outgoing reports. The Borrower is responsible for sending both reports directly to the MGMoA.**
6. If the Borrower is shipping the Trove to the Museum or a MGMoA-approved location, he/she must directly contact the MGMoA with a tracking number and date of shipping.
7. In the event of damage to the loaned objects while in the custody of the Borrower, the Borrower will be responsible for the cost of all repairs and replacements necessary to return the loan objects to the previous condition. No alteration, restoration or repair shall be undertaken by the Borrower without the prior written consent of the MGMoA.
8. The loaned objects must not be individually photographed, filmed, televised, or reproduced without the express, written prior consent of the MGMoA.
9. The MGMoA reserves the right to recall the loan at any time if these conditions are not met and disclaims any liability resulting from such action.

The Borrower acknowledges that he/she has full power to execute the agreement that he/she has read and understands the conditions of the loan as outlined on the front and back of this form and attached documents.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Please read, sign, and return to the Mabee-Gerrer Museum of Art.  
Please keep a copy of this form for your records.**

# Mabee-Gerrer Museum of Art

## Timeless Expressions Travel Trove

### Incoming Condition Report

#### Attention Borrower:

Upon receipt of the Travel Trove, please fill out the incoming condition report and send it directly to the attention of Donna Merkt at the Mabee-Gerrer Museum of Art at 1900 W. MacArthur Drive, Shawnee, OK 74804.

#### Items included in the Timeless Expressions Travel Trove:

#### Condition Upon Receipt (please select one)

- |  |   |
|--|---|
| 1. Timeless Expressions Posters (2)                      | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 2. Portrait Treasure Trove Guidebook                     | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 3. Guide to Portraiture Through Time                     | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 4. Book: <u>Portraits</u>                                | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 5. Game: "Concentration"                                 | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 6. Video: "Wilton Art Appreciation Series 200"           | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 7. "Teacher's Guide for Wilton Art Appreciation Program" | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |

If there is any damage to the above items, please describe/explain:

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#### Timeless Expressions Travel Trove Packaging:

#### Condition Upon Receipt (please select one)

- |                                      |   |
|--------------------------------------|---|
| 1. Fill-Air Inflatable Packaging (3) | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 2. Foam Packaging Support Layer 1    | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 3. Foam Packaging Support Layer 2    | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |
| 4. Blue Travel Trove                 | <input type="checkbox"/> good <input type="checkbox"/> damaged <input type="checkbox"/> missing |

If there is any damage to the packaging, please describe/explain:

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When you received the Travel Trove, were all items in the correct order?                      Yes      No

Please report any missing or damaged items immediately. Comments and concerns should be directed to Donna Merkt, MGMOA Curator of Education, 405-878-5605 or [dlmerkt@mgmoa.org](mailto:dlmerkt@mgmoa.org)

# Mabee-Gerrer Museum of Art

## Timeless Expressions Travel Trove

### Outgoing Condition Report

Tracking No. \_\_\_\_\_

Shipping Date \_\_\_\_\_

#### Attention Borrower:

While packing the Travel Trove, please fill out the outgoing condition report and send it directly to the attention of Donna Merkt at the Mabee-Gerrer Museum of Art at 1900 W. MacArthur Drive, Shawnee, OK 74804. Make sure to include the tracking number and the date shipped in the upper right corner of this document.

#### Items included in the Timeless Expressions Travel Trove:

1. Timeless Expressions Posters (2)
2. Portrait Treasure Trove Guidebook
3. Guide to Portraiture Through Time
4. Book: Portraits
5. Game: "Concentration"
6. Video: "Wilton Art Appreciation Series 200"
7. "Teacher's Guide for Wilton Art Appreciation Program"

#### Condition Upon Packing (please select one)

- |                               |                                  |                                  |
|-------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |

#### If any items are damaged or missing, please describe/explain:

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#### Timeless Expressions Travel Trove Packaging:

1. Fill-Air Inflatable Packaging (3)
2. Foam Packaging Support Layer 1
3. Foam Packaging Support Layer 2
4. Blue Travel Trove

#### Condition Upon Packing (please select one)

- |                               |                                  |                                  |
|-------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |
| <input type="checkbox"/> good | <input type="checkbox"/> damaged | <input type="checkbox"/> missing |

#### If any packaging is damaged or missing, please describe/explain:

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Please report any missing or damaged items immediately. Comments and concerns should be directed to Donna Merkt, MGMoA Curator of Education, 405-878-5605 or [dlmerkt@mgmoa.org](mailto:dlmerkt@mgmoa.org)

**BEFORE SENDING – Please use packing tape on the outside of the Travel Trove to secure the lid.**

## Mabee-Gerrer Museum of Art 2009 Needs Assessment – Travel Trove

Subject(s) & Grade(s) you teach: \_\_\_\_\_

Would you like to receive the MGMoA educator's quarterly e-news letter via e-mail? If so, please list your e-mail address: \_\_\_\_\_

Please fill out this brief survey to help the MGMoA Education Department better serve your needs as an educator:

### Travel Troves:

1. Did this Travel Trove assist you in teaching about Portraiture? .....Yes .....No
2. Did this Travel Trove assist you in meeting PASS objectives? .....Yes .....No
3. What other subjects would you like to see in Travel Troves?  
\_\_\_\_\_
4. Is there any way that you feel we can improve this Travel Trove?  
\_\_\_\_\_

### Educators' Workshops:

4. Would you attend a workshop at the MGMoA if offered a stipend?.....Yes .....No
5. Would you attend a free workshop at the MGMoA?.....Yes .....No
6. Would you pay a small fee to attend a workshop at the MGMoA? .....Yes .....No
7. What would be the best season for you to attend future MGMoA workshops?  
(Please write number 1 next to your first choice and number 2 by your second choice.)  
\_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter
8. Please circle your preference: ½-day workshop (3 hrs) OR full-day workshop (6 hrs)
9. Would you be interested in attending an arts integration conference?... Yes ....No

### Resources:

10. Would you use MGMoA educator's resources, including photos and lesson plans, if these materials were available on the internet. ....Yes .....No
11. Would you use an MGMoA teacher's guide if it were available in a nearby public/school library or online. ....Yes .....No
12. If there were interactive student activities on the MGMoA website, I would allow my students to complete these activities in the classroom or computer lab. ....Yes .....No
13. What resources do you need to aid you in integrating art and using the MGMoA collections as points-of-entry in your curricula? Please rate following in order of most important to least important (most important being labeled number 1), leaving blank any options that do not apply to you.  
\_\_\_\_\_ Knowledge/Training \_\_\_\_\_ Guide/Lesson Plans \_\_\_\_\_ Photos of Artworks  
\_\_\_\_\_ Info. About Artworks \_\_\_\_\_ Equipment/Tools \_\_\_\_\_ Supplies/Materials  
\_\_\_\_\_ Admin. Support \_\_\_\_\_ Funding \_\_\_\_\_ Classroom Time  
\_\_\_\_\_ Other (Please indicate) \_\_\_\_\_
14. If there were grants/stipends available for teachers to create & implement arts integration projects based on the MGMoA collection, would you be interested in applying for funding and developing a project? .....Yes .....No

*Thank you for your time & thoughts.*

# Mabee-Gerrer Museum of Art

## Timeless Expressions Travel Trove

### Shipping Information

Please report the following information to the shipping company of your choice:

1. Weight: 11 lbs., 6.8 oz
2. Dimensions: 15" x 20" x 11"
3. Insurance: \$150.00 (This travel trove must be insured for \$150.00 or more.)

Information for your records and the MGMoA:

Tracking No. \_\_\_\_\_

Date Shipped \_\_\_\_\_

Suggested Courier Information:

UPS

[www.ups.com](http://www.ups.com)

1-800-742-5877

Average shipping is \$15.00 with insurance

FED-EX

[www.fedex.com](http://www.fedex.com)

1-800-463-3339

Average shipping is \$20.00 with insurance

U.S. Mail

[www.usps.com](http://www.usps.com)

1-800-275-8777

Average shipping is \$10.00

**BEFORE SENDING – Please use packing tape on the outside of the Travel Trove to secure the lid.**