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| Document with solid fill | **Florida Department of Transportation**  **Collection Loan Request Form - Internal** |

To request a collections loan through the Florida DOT, this form must be filled out in full and submitted to the Office of Environmental Management (OEM) for review and approval no less than 30 days prior to the date for which the loan is being requested. Additional information that does not fit within the form layout or space should be attached with the request form. Note that submitting a form does not guarantee approval. If approved, the borrower(s) will be contacted, and a physical (temporary) transfer of the requested collection material(s) will be arranged. Completing this form also requires that all borrowers read and adhere to the [*Florida Department of Transportation Collections and Curation Guidelines*](https://www.fdot.gov/environment/cultmgmt/cultural-resources---archaeological-collection) as well as employ industry standards and practices for professionals working with archaeological collections.

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| Borrower’s Information | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | Type Here | | | | | | | | | | | | | | | | | | |
| Title: | |  | | | | | | | | | | | | | | | | | | |
| District: | | Type Here | | | | | | | | | | | | | | | | | | |
| Phone: | | Type Here | | | | | | | | Email: | | | Type Here | | | | | | | |
| Professional Qualifications: | | | | | | | | | | | | | | | | | | | | |
| Type Here | | | | | | | | | | | | | | | | | | | | |
| Loan Details | | | | | | | | | | | | | | | | | | | | |
| New Loan Request | | | | | | | | | Extend a current loan | | | | | | FDOT Loan Number: | | | | | Type Here |
| Requested Loan Start Date: | | | | | | Click or tap to enter a date. | | | | | | | | | | | | | | |
| Requested Loan End Date: | | | | | | Click or tap to enter a date. | | | | | | | | | | | | | | |
| Research | | | | | | Address where materials will be housed during loan: | | | | | | | | | | | | | | |
| Education | | | | | | Type Here | | | | | | | | | | | | | | |
| Exhibit/Display | | | | | |
| Religious/ Ceremonial | | | | | |
| Facility Requirements | | | | | | | | | | | | | | | | | | | | |
| Yes  No | Cultural materials on loan from FDOT must be housed in a secure location for the duration of the loan and reasonable measures must be implemented to limit unauthorized access to the borrowed materials. The borrowing facility or institution should store the cultural material under conditions similar to the FDOT collection repository; namely, some degree of climate control (temperature and humidity), limited access, a pest-free/controlled environment, a method of fire detection (smoke alarm), and fire suppression (installed or hand-held). Does the facility meet or exceed the required conditions to house the loaned materials? | | | | | | | | | | | | | | | | | | | |
| Delivery Method | | | | | | | | | | | | | | | | | | | | |
| Borrower will be picking up in person | | | | | | | | | | | | Delivery via Interoffice Mail | | | | | | | Mail Station #:Type Here | |
| Other: Type Here | | | | | | | | | | | | | | | | | | | | |
| Materials Requested | | | | | | | | | | | | | | | | | | | | |
| Collection materials may be determined by the OEM CR Staff to fulfill the request.  Specific collection materials are being requested (see below). | | | | | | | | | | | | | | | | | | | | |
| Describe the specific materials being requested from each site if the whole collection is not being requested: | | | | | | | | | | | | | | | | | | | | |
| Type Here | | | | | | | | | | | | | | | | | | | | |
| Site Number: | | | Type Here | | | | Partial Collection  Whole Collection | | | | | | | FS #s (if known): | | | Type Here | | | |
| Use of Collection | | | | | | | | | | | | | | | | | | | | |
| Describe the intended use of the requested collection: | | | | | | | | | | | | | | | | | | | | |
| Type Here | | | | | | | | | | | | | | | | | | | | |
| List the names, credentials, and affiliations (if applicable) of any additional person(s) who will be working on/with or in possession of the borrowed materials during this loan other than yourself: | | | | | | | | | | | | | | | | | | | | |
| Type Here | | | | | | | | | | | | | | | | | | | | |
| Describe any specific requests pertaining to this loan not yet addressed: | | | | | | | | | | | | | | | | | | | | |
| Type Here | | | | | | | | | | | | | | | | | | | | |
| Affirmation of Responsibility | | | | | | | | | | | | | | | | | | | | |
| *All borrowers hereby confirm that, should this application be accepted, the borrower(s) is/are responsible for the proper transportation, storage, use, and general care of the loaned collection according to the above stated research parameters and methodologies beginning on the loan start date stated within the application. All borrower(s) is/are responsible for the safe (undamaged) return of all loaned collection materials to FDOT on or prior to the loan end date stated within the application, as well as any costs incurred during the borrower’s possession of the loaned materials, including but not limited to research space, testing/sampling costs, transportation costs, or storage fees. All borrower(s) confirm they have read, understand, and will adhere to the Florida Department of Transportation’s Collections and Curation Guidelines and other applicable industry standards and practices for working with archaeological collections.* | | | | | | | | | | | | | | | | | | | | |
| Primary Borrower Signature: | | | | | | | | Shape  Description automatically generated with low confidence | | | | | | | | Date: | | Click or tap to enter a date. | | |
|  | | | | | | | | | | | | | | | | | | | | |
| FDOT Office of Environmental Management Use | | | | | | | | | | | | | | | | | | | | |
| This loan request has been: | | | | | | Accepted | | | | | Not Accepted | | | | on | | Click or tap to enter a date. | | | |
| Additional parameters of loan (optional): | | | | | | | | | | | | | | | | | | | | |
| Type Here | | | | | | | | | | | | | | | | | | | | |
| Reviewer(s): | | Type Here | | | | | | | | | | | | | | | | | | |
|  | | Type Here | | | | | | | | | | | | | | | | | | |
| Reviewer Signature: | | | | |  | | | | | | | | | | Date: | | Click or tap to enter a date. | | | |
| Printed Name:  Title: | | | | | Type Here  Type Here | | | | | | | | | |  | |  | | | |
| Supervisor Signature: | | | | |  | | | | | | | | | | Date: | | Click or tap to enter a date. | | | |
| Printed Name:  Title: | | | | Type Here  Type Here | | | | | | | | | | |  | |  | | | |