Imperial War Museum London, Lambeth Road, London SE1 6HZ +44 (0)20 7416 5000

Churchill Museum and Cabinet War Rooms, Clive Steps, King Charles Street, London SW2 3AQ +44 (0)20 7930 6961

HMS *Belfast*, Morgan's Lane, Tooley Street, London, SE1 2JH +44 (0)20 7407 6434

Imperial War Museum Duxford, Duxford Airfield, Cambridge CB2 4QR +44 (0)1223 835000

Imperial War Museum North, The Quays,Trafford Wharf, Trafford Park, Manchester M17 1TZ +44 (0)161 836 4000

CHECKLIST for Loans in*

Loans In Agreement No.:
Checklist No.:

**Item name, title (if applicable) and maker or manufacturer:	IWM Item number: Owner's reference number:
**Owner or lender name and address:	**Telephone number:
Contact name and collection details (if different than above):	
**Materials or Item details (i.e. manufacture date, painting glazed or unglazed with picture glass or low reflect):	
**Dimensions at the Item's widest points, (i.e. external frame size indicate metric or imperial):	
Weight (approximate kg or lbs):	
Does it come with related parts: i.e. keys, boxes	
How would you like the Item displayed:	
Does the Item require special handling, packing and transport:	

Environmental parameters for display UV level: Lux level:	Temperature: RH%:

Other special requirements?
Does this Item require a licence or legal documentation: ie gun, CITES, export licence
Do you own the copyright? **Yes/No**   If not, do you know who does?
If you own the copyright, will you permit reproduction for the following purposes? **Yes/No**

General publicity purposes	TV	Catalogue	Leaflets	Web-site	Merchandise

Can you supply a colour transparency or digital image? **Yes/No**	Credit line for reproduction:

How would you like to be credited in the catalogue or on the exhibition label:

Valuation (Pounds Sterling):	Valuation date:

Briefly provide an initial visual condition check: (can be done by Owner, Lender or a Conservator)
Date this checklist is completed:

 * This document will form part of the *Loans In Agreement* with the Owner.

** Mandatory fields of information