

Art Shipment Protection Checklist

Note: These preparations are a supplement to plans compiled by collection managers. They are intended to safeguard artifacts in transit from the security standpoint and do not replace standard procedures in place.

1. Prepare comprehensive list of objects to be shipped. List should include description of object, accession number, photograph (if available), description of object and description of container.
2. List intended address of receiver of shipment and full name of persons authorized to receive shipment.
3. Advise security department of shipment dates, times, contents, routes of travel, final destination.
4. Select shipping company after thorough research into qualifications, insurance, personnel screening procedures, references from at least 3 museum clientele. Shippers should be required to provide full name for each of their employees involved with the shipment, along with proof of a clear criminal history. Photo ID for each shipping employee should be verified prior to loading.
5. Conduct meeting with Security Manager, Registrar, Collections Manager to determine need for additional protection. Arrangements to consider:
 - a. Police notification/coordination
 - b. Armed/unarmed escort
 - c. GPS tracking
 - d. Other staff escort
6. Coordinate special arrangements to include two way communications, destination checkpoints, special arrangements for overnight storage, security at destination prior to delivery.
7. Two way radio contact or use of cellular service should be available for escorts throughout the entire shipping route. When air shipments are involved, coordinate details with TSA and airport police at both ends. Special parking arrangements may be made at both shipping and receiving airports.
8. Require verbal confirmation of safe arrival during pre-determined time periods for each shipment.