



## Frequently Asked Questions

1. What do we do if my institution or organization is interested in learning more about The Remnant Trust?

- Please contact us! The Remnant Trust can provide you with intro brochures to share with colleagues. Our website is a great resource. It provides our current book list, as well as our news archives which allow individuals to explore what past institutions and organizations have done with their visiting display. We can also setup a conference call with the president of The Remnant Trust to discuss further interest which would include more information about what we do, timing, size and length of exhibit as well as contribution amount.

2. Does The Remnant Trust require contributions or donations to host an exhibit?

- The Remnant Trust does request a contribution. The amount of the contribution varies based on several factors, a couple of them are: the size of the display (how many books) and the length of the display. The contribution helps The Remnant Trust offset some of the costs associated with sharing its collection.

3. What does my institution or organization need to do once we have decided we would like to proceed?

- The Remnant Trust requires a letter of intent submitted to our office. The letter of intent should include the proposed dates, how the display will be integrated into the curriculum, and any additional events that may be coordinated with hosting a display. Also, enclosed with the letter of intent should be a booklist and deposit of the agreed upon contribution, usually 20 to 25% of the contribution. The deposit is non-refundable and it holds the institution's or organization's spot on our calendar. Once The Remnant Trust has received the letter of intent and deposit, we will confirm the timing and work toward finalizing details.

4. Will the hosting institution or organization get everything on their booklist?

- The Remnant Trust will do its utmost to fulfill every institution's booklist with the items of their first choice. However, sometimes items may be unavailable. If an item is unavailable, the institution will be able to select something to substitute item from our catalog.

5. Is there paperwork an institution needs to sign?
  - Yes, The Remnant Trust requires every display host to sign a bailment. The bailment is available for review upon request. The Bailment is usually signed upon delivery of books.
6. Is the “written Security and Tracking Plan” referenced in the Bailment Agreement provided by The Remnant Trust?
  - The Remnant Trust does not provide or have a template of a “Security and Tracking Plan.” Hosts are expected to develop a plan.
7. Will everything fit through standard sized doors? (Boxes and display cases)
  - Yes, both boxes and display cases fit through standard sized doors.
8. What size are the display cases?
  - Display cases are approximately 36in x 60in. They sit nicely on 42in x 72in tables. Display cases are lockable with UV filtered top for viewing when closed.
9. What happens if something is damaged?
  - The host would need to notify The Remnant Trust immediately and we will assess the item and go from there. Please limit handling if an item has been damaged.
10. Can visitors take photographs of the materials/items/books?
  - Yes, visitors can take photographs, but please no flash photography.
11. Are crates and boxes stored here during the exhibit?
  - Shipping boxes and hinge boxes will need to be stored by host.
12. Can materials be taken outside of the exhibit areas, especially for lectures and/or programs and presentations?
  - Yes, materials can be taken outside of exhibit areas as long as they are in their hinge boxes for transporting and books are not transported during rainy or inclement weather. A staff or faculty must be with the books at all times in classroom setting, when transporting, when outside of the display area, etc.

13. Does The Remnant Trust specify who (and how) to transport items to a classroom or presentation/program venue as well as how and who must return these items after use?

- Materials can be taken outside of exhibit areas as long as they are in their hinge boxes for transporting and books are not transported during rainy weather. A staff or faculty member must be with the books at all times in classroom setting, when transporting, when outside of the display area, etc.

14. Does The Remnant Trust have a condition report process for receiving and shipping?

- No, we do our own internal reports.

15. Does The Remnant Trust provide samples of brochures for publicity, media announcements, promotional banners, social media, etc.? Additionally, does The Remnant Trust give hosts permission to use The Remnant Trust logo and does the Remnant Trust supply templates and files with the logo?

- The Remnant Trust does provide its intro brochure to host to distribute and provides a potential brochure for publicity with document descriptions. The host would have permission to use logo, etc. for announcements and promotional items. The Remnant Trust supplies hosts with templates and files of its logo upon request.

16. How does a host coordinate with The Remnant Trust concerning travel for the President of The Remnant Trust for presentation / lecture at host's events?

- You can email us at [info@theremnanttrust.com](mailto:info@theremnanttrust.com) or call us at 765-993-1749 and our staff can help coordinate the appearances of the President.

17. What is the required record keeping (if any) for visitors, programs, presentations, class use, etc.?

- The Remnant Trust provides a guestbook to hosts for visitors to sign. We would like to know about events and approximate visitor numbers. If available, The Remnant Trust would like to receive any promotional items (brochures, advertisements, articles, etc.) for our archives. We also welcome any feedback about displays and working with us.