



Standard Loan Conditions

Policy

UCL Culture welcomes requests to borrow items from its collections if this will increase access and understanding of them. This policy is designed to safeguard objects and specimens whilst on loan. Because our resources are limited, and our staff have to focus on providing services at UCL, we normally expect borrowers to cover all the costs involved.

We receive requests for the loan of items for public exhibition, for research and for teaching. Because the circumstances of these loans are different, our conditions also differ slightly. The main policy applies to all loans. Appendix A deals with additional conditions for public exhibition. Appendix B deals with additional conditions for research or teaching.

Procedure

1. Please address requests to borrow objects from UCL's collections to the Curator/Manager of the particular collection; <https://www.ucl.ac.uk/culture/>. We recommend a final itemised loan request is submitted at least one year before the loan is due to start, to allow us time to carry out the necessary checks, conservation, paperwork and photography. We advise you to begin researching your loan request well in advance of this; and to contact us informally in good time – ideally 12 months before you wish to borrow.
2. We will lend for defined periods of time, although we may renew loans following inspection and/or receipt of a condition report. Our normal loan period is for no more than one year (including for travelling exhibitions) except for fragile or sensitive materials, where our normal period is three months. We do not make 'permanent loans' or loans with no end date.
3. Once we have all the information we need in order to consider the loan, the Curator/Manager will take all necessary advice on the condition of the objects and the suitability of the loan, and if necessary will make a recommendation to the Collections Advisory Group (CAG) for approval, which meets monthly. The Curator/Manager will keep potential borrowers informed of the process, of decision dates, and of the reasons for decisions made.
4. If there is any question that security, fire prevention or environmental conditions at your venue may not be adequate, we will ask that a member of our staff visits to check the premises prior to the loan being considered. We reserve the right to charge you for this visit.
5. For the loan to go ahead, you must accept these conditions for loans together with any additional conditions we may make. The signatory on the loan form must be someone

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authorised by your institution to confirm that these conditions can be met. It is the named borrowers responsibility that the loan conditions are met for the duration of the loan.

Costs

6. Our resources are limited and we normally require borrowers to meet all the costs incurred both by themselves and by UCL in making the loan. These include producing condition reports, conservation, photography, insurance, framing, packing, customs clearance, transport, forwarding agents, and travelling expenses and subsistence of couriers if these are required. As all loans are extremely time-consuming to service, we reserve the right to make additional charges for staff time in preparing and administering the loan and in undertaking courier trips. Costs will be calculated on a case by case basis.

7. When we receive a request for a loan, the Curator/ Manager will prepare an estimate of all our projected costs, including administration time, and send this to you. A contract and invoicing schedule will be agreed at the same time as the loan request is formalised.

Insurance

8. Borrowers are responsible for insuring the objects as per the valuations supplied by UCL for the whole period of their absence from UCL, against all risks. Indemnities will be accepted in lieu of commercial insurance for loans within the United Kingdom when indemnity cover has been granted by the Minister under Section 16 of the National Heritage Act 1980, Chapter 17.

<http://www.legislation.gov.uk/ukpga/1980/17>

When an indemnity is provided any contingent liability not covered by the indemnity shall be covered at the borrower's expense.

9. You must supply the Curator/Manager with a copy of the insurance cover, or notification of Government indemnity, at the approval stage.

Packing, Collection, Transportation, Shipping and Installation

10. Packing and transport arrangements must be approved in writing by the Curator/Manager of the Collection. This will normally involve the use of approved packers specialising in fine art or other collections.

11. Dates for the dispatch and return of objects should be arranged well before the loan begins and any proposed changes in the loan dates must be approved by the relevant Curator/Manager.

12. We will provide a condition report for each object, produced before exit from UCL, to be checked and signed on arrival and departure from the loan venue and on return to UCL.

13. We will liaise with you to seek to minimise the financial and environmental cost of the loan, for example by sharing couriers with other institutions where possible. However, we reserve the right to require that a UCL courier escorts our objects to and from the borrowing institution, and installs and un-installs exhibitions.

14. Borrowers are responsible for the customs clearance of loans and for ensuring that customs inspections take place at the borrowing institution and not en route.

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15. Borrowers must store packaging somewhere safe, where it cannot be contaminated, during the course of the loan, so that it to be used for the return of the objects.

Acknowledgement

16. We require you to acknowledge UCL for the loan, citing the collection and object number(s), in any publication or media coverage arising from the loan (e.g. exhibition label captions, photo and other acknowledgements, catalogues, research papers, TV coverage). You must confirm with the Curator/ Manager the exact wording of the acknowledgement.

Extension of loan

17. Borrowers wishing to extend the period of a loan must apply to do so in writing to the Curator/Manager of the relevant collection well in advance of the loan end date. You should give reasons for requesting the extension. We may require that the objects be checked and condition reported, and if this requires that UCL staff visit your venue we will ask you to bear the cost of this visit.

Right to recall

18. We reserve the right to recall the loan as a result of unforeseen circumstances, irrespective of the terms of the loan agreement. We will only do so in consultation with you, will explain our reasons fully, and will make every effort to minimise inconvenience and to give notice well in advance. Borrowers must release promptly to the lender at any time any or all of the objects on loan from UCL if requested in writing by the Curator/Manager of the collection. In such cases, the cost of the return of the objects to UCL will be paid by the borrower as if the loan had terminated normally.

APPENDIX A: LOAN CONDITIONS FOR PUBLIC EXHIBITIONS

19. As part of the application process we will ask you to complete and return to us a standard UK Registrar's Group (UKRG) facilities report including a security and display case supplement.

<http://www.ukregistrarsgroup.org/resources/publications/>

20. Three-dimensional objects must be exhibited in secure, locked display cases of a standard approved by the National Security Adviser, in galleries where there is continuous supervision of the exhibition area during visiting hours. Case alarms may be required for certain objects. All mounts and display methods are to be approved by the UCL Curator/ Manager prior to installation of loan. Two-dimensional works of art must be secured to the wall with security screws. Alarm protection may be required for some works. Night security precautions must include securely locked premises and a comprehensive alarm system or all-night patrol.

21. Fire prevention arrangements at the borrowing institution should be adequate and smoking must be forbidden in the place of exhibition. No food or drink should be consumed in the exhibition area except by prior written agreement with the UCL Curator/ Manager.

22. For the majority of objects containing hygroscopic material (such as canvas paintings, textiles, ethnographic objects or animal glue) a stable relative humidity and a stable temperature are required. Environmental guidelines will be provided for each object by UCL Conservation staff. Ideally daylight should be excluded from the exhibition area. No objects should be placed in direct sunlight, and all daylight and fluorescent light sources should be fitted with ultra-violet filters. This is the standard we require unless otherwise agreed in writing.

23. Packing and transport arrangements must be approved in writing by the Curator/Manager of the Collection. This will normally involve the use of approved packers specialising in fine art or other collections. In the case of overseas loans we will also ask for the names of other British lending institutions so that we can make if appropriate combined courier arrangements.

24. You must report any damage or deterioration of objects on loan immediately to the Curator/Manager of the relevant collection. We reserve the right to request immediate withdrawal and return of the object(s) from the exhibition if damage or deterioration has occurred.

25. You may not open the cases or remove objects from their cases or take them off the walls once installed, without prior written permission from the Curator/ Manager of the collection or without a UCL member of staff present.

26. You may not undertake any conservation, repair or any other treatment or alteration of objects on loan, remove the mounts or supports, or remove the glass, perspex, frame or backboard of a work of art, without written permission from the Curator/Manager of the collection. In an emergency or disaster situation please contact the Curator/Manager of the collection.

27. In all cases, a condition report on the object(s) must be checked over by a trained conservator representing the borrowing institution and the courier from UCL Culture as

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soon as they are unpacked. This condition report is the document the loaned objects will be checked against on return. In the case of travelling exhibitions, proper arrangements must be made for packing and transport between each venue and courier(s) from the main borrowing institution (or from UCL if this is a condition of the loan) must accompany the loan in transit and provide a brief condition report to UCL upon receipt at each place of exhibition.

28. If you need photographs of UCL objects for a catalogue, interpretation panels or publicity material, this must be organised well in advance of the loan. Please submit a list of photographs you need at least six months before the loan begins. In some cases a suitable photograph will already exist, in others new photography will be required. We will charge you for this. Images must be credited accordingly.

29. Filming or photography of loaned objects either by the borrowing institution or by the public or other users must be agreed in writing by the UCL Curator/ Manager.

30. You must supply the Curator/Manager with a copy of all interpretation to be used when exhibiting an object from UCL.

31. We need to know how the exhibition has been received, and to keep a full record of the loans we make. You must send us one copy of any exhibition publication you produce, copies of or links to any media coverage or public response generated by the exhibition, and, at the end of the exhibition, a statement of the total visitor figures.

APPENDIX B: LOAN CONDITIONS FOR RESEARCH, TEACHING, PHOTOGRAPHY & FILMING

32. All objects on loan must be kept in a lockable, fire-proof, key controlled cabinet when not in use. The borrower is responsible for ensuring that only authorised individuals have access to the objects.
33. When objects are in use, they must be supervised by the borrower at all times.
34. Fire prevention arrangements at the borrowing institution should be adequate and smoking must be forbidden in the areas where the objects are kept and used. No food or drink should be consumed in the area except by prior written agreement with the UCL Curator/ Manager.
35. Objects should be kept and used in stable environmental conditions. Objects are to be kept well away from windows, radiators and floors. No objects to be placed in direct sunlight, and when not in use all objects are to be covered with acid free tissue to protect them from dust and stored out of the light.
36. You must abide by our handling guidelines, which can be downloaded from our website.
37. Packing and transport arrangements must be approved in writing by the Curator/Manager of the Collection. This will normally involve the use of a dedicated vehicle, not public transport.
38. We will provide a condition report on the object(s). On receipt of the loan please unpack and notify us immediately of any discrepancy or damage that may have occurred in transit.
39. Please take all due care to avoid damage or deterioration. You must report any damage or deterioration of objects on loan immediately to the Curator/Manager of the relevant collection. We reserve the right to request immediate withdrawal and return of the object(s) if damage or deterioration has occurred.
40. You may not undertake any conservation, repair or any other treatment or alteration of objects on loan, remove the mounts or supports, or remove the glass, perspex, frame or backboard of a work of art, without written permission from the Curator/Manager of the collection.
41. Arrangements for photocopying, photography, scanning or recording of the objects must be agreed in writing with the Curator/ Manager. We will normally require copies of any photographs, scans or recordings taken with permission to use them.
42. We need to know how what benefits the loan has brought, and to keep a full record of the loans we make. You must send us one copy of any publication you produce, copies of or links to any media coverage or public response generated by the loan, and, if the loan was for teaching, a full record of how the objects were used, and how many students benefited.