



LOANS OUT POLICY AND CONDITIONS

Approved by: LCCOS Senior Management Team

Approval date: 29 May 2024

Policy review procedure: The Loans Out policy will be reviewed from time to time, at least once every five years.

Approval process: policies are reviewed by the Museum Collections Advisory Group (MCAG) in consultation and with final approval from the governing body, the Library, Culture, Collections and Open Science (LCCOS) Senior Management Team.

Next Review date: 21 May 2029

POLICY

1. Who we are

UCL Museums and Cultural Programmes (hereafter referred as M&CP) hold approximately 200,000 objects and consist of six individual collections covering Egyptian and Sudanese Archaeology. Zoology and Comparative Anatomy, Art, Pathology, the auto-icon of Jeremy Bentham and the Science Collections.

UCL M&CP sits within the governance framework of UCL Libraries, Culture, Collections and Open Science (LCCOS) department at UCL.

2. Why we lend

UCL museums and teaching collections have their origins as teaching and research collections tied to the emergence of new disciplines and new approaches to education pioneered at UCL in the 19th century on the backdrop of radical socio-political and economic changes. Our collections continue instigate interdisciplinary engagement, research, and teaching. We encourage borrowing from our collections in order to make our wonderful resources available to a wider audience, to inspire as well as widen their reach in scholarship and research impact.

We value the research as part of the exhibition process and the importance of placing objects on long-term loan in various locations to complement permanent displays and historical contexts.

We try to support as many requests as possible within our limited resources, balancing our teaching and research programmes and essential collections care activity.

3. Who can borrow

We will lend to public museums, galleries, libraries and archives; educational institutions or others with whom we have a partnership agreement; public and charitable bodies, including community organisations; commercial organisations for appropriate purposes. Borrowers are required to meet terms and conditions to ensure the safety and security of our collections, so that these may continue to be accessible and enjoyed by generations to come.

4. What we lend

We will consider lending objects from our collections unless there are legal, ethical or practical issues that prevent us. Human remains are subject to the considerations outlined further below.

The benefit of greater public access to the object must be weighed against the potential risks associated with packing, handling, movement and transportation. As such, loan requests undergo a formal approval process.

A maximum of five objects will be generally considered per loan. Depending on our capacity at any given time, we might be able to consider more objects. This is because we must balance the work involved in these loans with our own programme of activities. For more than 5 objects we recommend you speak to us as early as possible in your process.

All loans from UCL M&CP are subject to our conditions of loan, which are outlined below and issued upon receipt of the loan request. This document also explains how to apply to borrow objects and the approval process.

5. Human Remains

It is our policy to treat human remains with the utmost respect and dignity. In exceptional cases we may lend human remains from our collections for research purposes or display. In either case we would expect the borrowing institution to adhere to guidance laid out in the following documents:

- Guidance for the Care of Human remains in Museum Collections (DCMS 2005)
- Guidance for Best Practice for Treatment of Human Remains Excavated From Christian Burial Grounds in England (The Church of England/English Heritage)

Borrowing institutions must have a Human Tissue Act Public Display License if borrowing relevant specimens.

6. Period of loan

Loans from UCL M&CP can be made on a short-term basis or on a long-term basis. Short-term loans are usually to temporary exhibitions for a period of three to six months. Long-

term loans are made to new or existing permanent displays, for three or five years. This is the maximum period of loan with the option to renew thereafter, subject to a review of the loan.

Light sensitive or vulnerable objects may only be available for shorter periods.

Loans of more than one year duration will be periodically checked by UCL M&CP staff at intervals to be agreed with the Borrower in advance.

We will consider lending to exhibitions touring to two or more venues, based on our standard conditions of loan, but we reserve the right to decline if the request to tour is not submitted at the outset with the original loan request.

UCL M&CP does not agree to indefinite or permanent loans.

7. Period of notice

We require as much notice as possible for new loan requests. This ensures that all teams involved in loans can schedule the administration and object preparation into our existing workplans.

The approval process for loan requests involves consideration by the Museum Collections Advisory Group (MCAG), which meets monthly. In addition, the work involved in assessing objects must also be scheduled in alongside requirements of other UCL M&CP activities.

All our loan requests also require LCCOS Senior Management Team final approval. This is usually processed soon after the MCAG meeting.

All requests from both UK and international Borrowers must be **received no less than 12 months** prior to the exhibition opening date. This notice counts from the moment a final object list has been submitted.

8. Preliminary enquiries

We encourage informal discussions before the formal request is made and curatorial staff are always happy to advise about the selection and general availability of the objects for loan. We recommend preliminary research in advance and early discussions, ideally 18 months in advance, especially if intending to request complex (e.g, wet specimens, human remains, etc.) and/or more than 5 objects.

9. Formal requests

Requests to borrow our objects are to be made in writing, addressing the letter to the Head of Museums Services, Christina McGregor, and emailing it to museums@ucl.ac.uk.

The loan request letter must include the following information:

- Title of the exhibition or permanent display;
- Exhibition venue(s) and dates;
- Name, address and contact details of the exhibition organizer;
- Name, address and contact at each venue, if applicable;
- Scope of the exhibition;

- List of objects requested, quoting their accession number where possible;
- Clear rationale for the inclusion of the selected object(s) in the exhibition or display;
- Information about the exhibition, other objects being displayed and how our object(s) fits into the exhibition;
- List of lenders
- Target audience and projected visitors' number;
- Indication on whether any associated publications will be generated
- How you will engage with our loans in marketing – print and social media

Any subsequent changes to these details must be confirmed in writing. We will only consider changes to the objects requested, if these are submitted at least nine months prior to the exhibition opening date.

We cannot guarantee the provision of replacements for withdrawn objects in the exhibition.

All loan requests will be acknowledged on receipt of the formal request by UCL Collections Registrar.

10. Approval of Loans

All loan requests are centrally managed by UCL Collections Registrar, with oversight from MCAG, which reports to the LCCOS Senior Management Team.

All requests are considered on their own merit by our Curators, Conservators, and UCL Collections Registrar who recommend the loan for approval or refusal. The loan requests are subsequently submitted to MCAG for consideration and discussed at their monthly meeting.

The decision to lend in principle is based on:

- Scholarly and intellectual content of the exhibition or display
- Relevance of the requested object(s) to the exhibition or display
- The object's condition and suitability for travel and display
- Administrative and technical work involved, in the context of our existing programme of activities.

We encourage prospective borrowers to consider their approach to environmental sustainability for the proposed exhibition or display.

Once a loan application receives approval, UCL Collections Registrar guides the Borrower throughout the process, serving as the primary point of contact. UCL Collections Registrar discuss security and environmental conditions, display requirements, the loan agreement and insurance arrangements, transportation logistics and couriering requirements.

We prioritise mitigating the physical risks to the object(s) throughout every stage of the loan process and reserve the right to rescind approval for a loan if a particular security, display, or other issues cannot be addressed.

11. Why a loan might be refused

We work diligently to eliminate potential obstacles to a loan. Nonetheless, there might be occasions when loans are declined. In such cases, we are committed to providing a clear explanation for our decision, which could encompass:

- The object is fragile, in a poor or unstable conditions, unable to travel or is made of hazardous material;
- Due diligence and legal issues may prevent the loan;
- Removing the object from display or teaching activity would have a significant impact;
- The object is already committed to another project;
- The object will not be accessible to the public;
- There is insufficient time to consider and prepare the loan;
- A convincing rationale for the loan has not been presented by the requester;
- The proposed use of the object is not appropriate;
- Suitable display, environmental and security conditions cannot be provided;
- Pressure on our limited resources or unavailability of internal resources to facilitate the loan
- Lending the requested object(s) would result in a significant environmental impact

12. The Loan Agreement

After completing venue and object assessments and finalizing all arrangements, UCL Collections Registrar will prepare a formal Loan Agreement outlining the Borrower's responsibilities and obligations. This agreement must be signed by both parties before the loans are dispatched. When lending to touring exhibitions, a separate signed Loan Agreement will be necessary for each Borrowing Venue, unless the initial institution oversees the entire tour and requests the loan on behalf of all participating venues.

CONDITIONS OF LOAN

The general conditions of loan are listed below. These may be supplemented by special conditions in certain circumstances.

13. Borrower's General Covenants

The Borrower covenants, warrants and agrees that:

13.1 It shall take all reasonable steps to keep the objects in the same state of repair and condition as received

13.2 It shall not carry out any restoration, cleaning, conservation or other work to the objects, their frames and backboard, their supports without prior written agreement with UCL M&CP

13.3 It shall immediately notify the UCL Collections Registrar by telephone, and in writing, of any loss, theft or damage to any of the objects and of any damage to display cases, enclosures or supports.

13.4 It shall give reasonable access by UCL M&CPC staff and/or other named representatives to the loan objects at any time during the loan period, provided reasonable notice is given

13.5 It is not aware of any matter including third party claims which might impede the delivery of the objects to and/or the return of the objects from the Borrower's venue

13.6 Where applicable, it shall ensure that the objects qualify for immunity or exemption from seizure under any relevant state statutes or laws providing for immunity or exemption from seizure of any objects of cultural significance and that all conditions required to be met pursuant to any such legislation for the objects to be immune from seizure have been or shall be met

14. Due Diligence

The Borrower warrants that it uses all reasonable endeavours to comply with the following national and international guidelines and standards:

- Statement of Principles issued by the National Museum Directors Conference on "spoliation of works of art during the Holocaust and World War II period" 1998
- Combating Illicit Trade: Due Diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material, published by DCMS, October 2005;
- UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property;
- ICOM Code of Ethics;
- MA Code of Ethics;

- Convention on International Trade in Endangered Species of Wild Fauna and Flora;
- ICOM red list;
- 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict, its Protocols and the Cultural Property (Armed Conflicts) Act 2017

15. Costs

15.1 Our resources are limited, and therefore we require the Borrower to cover the following loan preparation costs as specified by UCL M&CP (please refer to the Appendix for more details):

- Condition assessment and production of condition reports
- Conservation (time and materials)
- Mounting, framing, glazing, backboards, micro-climate enclosures
- Loan administration
- Photography
- Valuation costs to establish insurance value, if required
- Image reproduction rights for works on loan via Bridgeman Images uksales@bridgemanimages.com
- Loans inspections associated costs, including agreed periodic checks for long-term loans and unforeseen emergency situations.

15.2 In addition, the Borrower will be responsible for the following costs, where applicable, and will directly contract the appointed transport agent:

- Fine Art Transport Agent fees
- Bespoke packing crates (which are usually constructed by the Fine Art Agent to a specification provided by UCL M&CP), including their disposal at the end of the loan
- Packing and unpacking by fine art technicians
- Insurance premiums
- Custom fees, where applicable
- Courier travel fares, accommodation, and subsistence where applicable

Additional fees may be negotiated if the loan is particularly complex to administer or large.

No expense related to the loan shall be borne by UCL M&CP, and they will always endeavor to inform borrowers of any additional costs as early as possible.

All the above expenditures frequently comprise a substantial portion of the exhibition budget, Borrowers should ensure they have been foreseen and planned for accordingly.

15.3 If the loan is cancelled by the Borrower, a portion of the administration fee and any other cost already incurred (e.g. external conservation) will be recovered.

16. Insurance and Indemnity

16.1 The Borrower is required to insure all objects, with valuations determined by UCL M&CP, against 'all risks' and on a 'nail-to-nail' basis. UCL M&CP reserves the right to revise the value of any object, particularly for long-term loans, to reflect changes in the market value of cultural artifacts.

16.2 UCL M&CP acknowledge British Government Indemnity and may consider indemnities offered by foreign governments, subject to approval by UCL Collections Registrar upon receipt of the indemnity terms and conditions at the outset of the loan preparation period. When an indemnity is provided any contingent liability not covered by the indemnity shall be covered at the borrower's expenses and evidence provided accordingly prior to the dispatch of the loan.

16.3 In instances where indemnity is unavailable or deemed unsuitable, UCL M&CP may accept the Borrower's commercial insurance, provided that the insurance terms and conditions are submitted to UCL Collections Registrar well in advance. The proposed commercial insurance must encompass all environmental factors, including but not limited to: moth, vermin, warping, shrinkage, extremes of heat/light, and terrorism both in transit and on display. UCL M&CP reserves the right to secure insurance with an approved insurer, with the associated cost to be borne by the Borrower.

17. Facilities

17.1 For us to obtain information regarding the borrowing venue's access, security measures, storage facilities, display arrangements, environmental conditions, handling protocols, etc. the Borrower will be requested to complete the following, where relevant:

- UK Registrars Group Standard Facilities Report
- UK Registrars Group Standard Security Questionnaire
- UK Registrars Group Standard Display Case Questionnaire

17.2 Loan objects waiting to be displayed should be stored in an area that adheres to the security and environmental standards specified in the Facilities Report

17.3 There must be no smoking, eating, and drinking in the area where loan objects are stored before display, as well as in the exhibition area.

If you have any concerns about meeting these conditions or need clarification or guidance, please contact UCL Collections Registrar, who will consult UCL M&CP Conservators.

18. Security and Safety of the Objects

18.1 The borrower is required to provide details about security and fire precautions at its venue to the satisfaction of UCL M&CP. Details regarding security measures will be kept confidential. However, this information may be shared with the Security and Protection Advice team at the Arts Council England, who may assess the Borrower's premises or provide advice on specific security concerns.

In certain cases, UCL M&CP may request additional protective measures, such as display case alarms.

18.2 Venues must have fire detection/prevention and intruder alarm systems installed, which should either be linked to a local police station or monitored 24/7.

18.3 When open to the public, the building and/or exhibition spaces must have physical guards, unless alternative arrangements are agreed upon with UCL Collections Registrar.

During installation and deinstallation, only individuals directly involved in preparing the exhibition should have access to the exhibition space and preparation areas.

18.4 Once installation has been completed, the display cases must not be opened or the loan object(s) moved, except with the express written permission of UCL Collections Registrar, or in an emergency.

18.5 No conservation work, framing, unframing, remounting or other treatment may take place without the written permission of UCL Collections Registrar, even in the event of an emergency

18.6 The borrower must have an emergency plan or written provisions for dealing with potential disaster situations such as a breakdown in environmental control equipment, theft, fire, flood or natural or man-made disasters. In the event of an emergency, UCL Collections Registrar should be notified as soon as reasonably possible.

19. Transport and Packing

19.1 All packing and transport arrangements must meet UCL M&CP specifications, at the Borrower's expense, and must be agreed with the UCL Collections Registrar.

19.2 For touring exhibitions, this includes transportation and storage between venues. Transport, collection and delivery arrangements should be agreed well in advance, allowing at least four weeks for more complex loans. The most direct route for conveyance of loans must be used.

19.3 The Borrower will arrange packing and transport in consultation with UCL Collections Registrar who must agree the proposed material, method and agent(s). If the Borrower proposes new or unknown companies, these companies will be assessed before being agreed by the UCL Collections Registrar

19.4 Any transport company used must have recognised experience in the handling and transport of fragile and valuable objects, with employees trained in museum object handling and packing. For international shipments, the company must possess the ability and the appropriate experience to deal with consignments of valuable and fragile material, including custom clearance and airport supervision.

19.5 Any vehicle used for the transport of our objects should be a closed van (i.e., having solid sides and roof) with a windowless freight compartment separate from the driving cab. All vehicles should be equipped with high-quality locking devices.

19.6 Vehicles must be equipped with air-ride suspension and provide appropriate protection against vibration and shock, and extremes in relative humidity and temperature.

19.7 Vehicles and crew must be equipped with appropriate means of communication such as fixed and/or mobile phones for route monitoring and emergencies. Tracking devices should also be in operation where possible.

19.8 When a stopover is required, arrangements muapplicable.to lodge the vehicle and/or objects in secure premises equipped with a 24-hour intruder and fire alarm system or ensure continuous supervision. Where objects remain on the vehicle, climate control

equipment should operate within the cited parameters. UCL M&CP must approve these arrangements in advance.

19.9 The vehicle must carry two drivers who must be experienced in the handling of valuable consignments and capable of dealing effectively with an emergency.

19.10 The vehicle must never be left unattended. The Borrower or their agent must inform the UCL Collections Registrar in advance of any planned stop-offs, including pick-ups that may disrupt conditions inside the truck (e.g., opening and closing the back doors during the journey). During additional collections when UCL M&CP loans are on the vehicle, the van doors should remain closed to maintain temperature, except during the actual loading period.

19.11 Purpose-built museum crates are required for all objects travelling long distance by road or air and occasionally for vulnerable objects travelling short distances.

19.12 Any crate containing objects, which has travelled by air, should be allowed to acclimatise in its destination for 24 hours before unpacking. This also applies if the objects have travelled in a non-air-conditioned vehicle. This should be considered when time-tabling the arrival of objects for installation.

19.13 The Borrower is responsible for storing the packing materials in a secure and environmentally suitable place throughout the loan period.

19.14 For the return journey, objects should be packed and transported in the same way as for the outward journey, unless otherwise agreed with UCL Collections Registrar.

19.15 Customs formalities for international loans are the responsibility of the Borrower or their agent.

19.16 UCL Collections Registrar must be notified of the date of transport no later than 4 weeks in advance of shipment and return of loans.

20. Display (and Case Design)

20.1 Methods of display and display materials must be agreed with UCL M&CP in advance.

20.2 2D works of art will be lent glazed and back boarded, unless otherwise agreed by the Museum. Hanging systems must be agreed by the Museum in advance. Framed objects must be screwed on the wall using security screws and a minimum of three mirror plates. UCL M&CP may approve a different hanging method if full details are supplied well in advance. The wall or panel to which the framed objects are attached should be a minimum of two centimetres thick and the structure must be entirely stable.

20.3 If an object is to be displayed in a display case, this must be secure, lockable and stable, ensuring protection from vibration and knocks. All materials used to make the case must be completely inert. Evidence of test results (eg the Oddy test) may be needed for some materials particularly for long term displays. Medium Density Fibre Board (MDF) or compound wood must not be used. Oil-based paints should not be used in either the gallery or the display case.

20.4 The fabric used for the internal lining must have passed the 'Oddy Test.' If the test is older than twelve months, a retest is required due to changes in the composition of many materials. The use of felt is not acceptable. Internal linings must be secured with staples or an equivalent method, not glued. Any paint or varnish on the exterior of the case should be completed at least seventy-two hours before the object is installed. The interior of the case should not be painted or varnished unless at least three weeks have passed before the object's installation.

20.5 Any glass used in the case must be at least 7.5 millimetres thick laminated glass. If the object is highly portable and/or of significant rarity or monetary value, the laminated glass should be at least 11.5 millimetres thick. Other types of enclosures (eg acrylic) may be considered.

20.6 Specifications for mounts or supports that may be required for the display of the object must be agreed with UCL M&CP. A detailed specification of the type of mount or support required should be provided by the Borrower.

20.7 Where coatings, sealants and adhesives are used within cases, there must be ample time for off-gassing (a minimum of two weeks with good ventilation).

20.8 For some loans, information will be requested on other objects within the display case.

20.9 Objects approved for open display should be placed at least a metre behind barriers, except otherwise agreed with the UCL M&CP. A physical barrier should be used unless otherwise agreed.

21. Environmental Conditions (Relative Humidity, Light Levels, Temperature, Food and Drink)

21.1 The objects must be provided with a stable environment, avoiding direct sunlight and extremes of temperature and relative humidity. We also expect all areas to be monitored as part of the borrowing organization's integrated pest management program. UCL M&CP will always collaborate with the prospective borrower to establish acceptable display conditions.

21.2 For borrowers without environmental control systems, conditions acceptable to UCL M&CPC can be achieved by enclosing the objects in display cases with low air exchange rates and including a suitable buffering material.

21.3 Where humidity and heating control systems exists, they should operate 24 hours a day throughout the loan period, unless monitoring data supports an alternative strategy.

21.4 To ensure the borrowing venue meets the specified conditions, UCL Collections Registrar will require environmental monitoring data from the borrower for a period similar to the proposed loan for approval. The borrower must monitor conditions for the duration of the loan and provide this data upon request. Additionally, UCL M&CP reserve the right to install their own monitoring equipment

21.5 The following general environmental conditions apply:

- Temperature: in the range of 16 – 25°C with no more than a 5°C variation within these limits

- Relative humidity: in the range of 40 – 60% with fluctuations of no more than 10% within 24 hours.
- Lights must be turned off in non-public hours.

21.6 Both daylight and fluorescent lighting must be filtered with a suitable UV absorbing material so that UV radiation is below 75 microwatts per lumen.

21.7 Generally, the following range of lux levels apply:

- Highly Sensitive (e.g. watercolours, pristine material, rare coloured prints): 50 lux
- Sensitive (e.g. coloured prints and drawings, fugitive dyes, textiles, feathers, fur, fluid preserved specimens): 50 – 75 lux
- Moderately Sensitive (e.g. cartonnage, coffins, paintings on canvas, bone): 200 lux
- Insensitive (e.g. most inorganic material such as stone, copper alloys, ceramics, glass): 500+ lux

21.8 Some objects and materials require specific environmental parameters which may be more restrictive than these general conditions. For these, the specific environmental conditions will be assessed by the M&CP conservation team and stated in the loan agreement.

21.9 No food or drinks should be consumed in the exhibition area or storage space where UCL objects are kept.

22. Arrival, Condition Checking and Installation/De-installation

22.1 Upon arrival at the venue, the borrower will be asked to sign a receipt for the loan. If the objects are not to be installed immediately, they should remain packed and stored into secure, environmentally controlled space. Particularly sensitive objects may require 24 hours to acclimatize.

22.2 Installation can only take place when the gallery is free from construction. To ensure that the objects are not affected by hazardous gasses, a minimum of 72 hours should be allowed for adhesive, paints, and varnishes to have dried and off gassed, before the installation takes place.

22.3 If a UCL M&CP courier has been agreed upon, the move and unpacking of the loan objects must wait until they are present.

22.4 During installation, the borrower, along with the UCL M&CP courier, will check the condition of each object against the Condition Reports provided by UCL M&CP. Objects must be handled and installed by experienced technical staff, and if a courier is present, installation should only occur under their supervision. UCL Collections Registrar will communicate any special handling instructions for sensitive materials.

22.5 UCL M&CP expect that any accompanying courier will witness the positioning of the loan objects in their final location. Unless otherwise agreed, all other objects should already be in their final display positions. If loan objects are to be displayed in cases shared with objects from the borrowing venue or third-party lenders, UCL M&CP expect to be informed at an early stage. The installation schedule should be managed accordingly to ensure the courier can witness the securing of the display case, unless otherwise agreed with UCL

Collections Registrar. Since display cases must not be opened after installation, labels should be prepared in advance.

22.6 Empty crates must be stored in a secure, waterproof, and stable environment without removing interior fittings. Objects should be de-installed, condition-checked, and packed in the presence of the UCL M&CP courier. Packing crates should be re-acclimatized to the conditions in the exhibition area for at least 24 hours prior to packing.

23. Couriers

23.1 We may require a staff member to accompany objects in transit and oversee condition checking, installation, and deinstallation at the borrowing venue. This decision is usually based on the complexity of the arrangements, the value, or the fragility of the objects on loan. This also applies to touring exhibitions.

23.2 Where a courier is required, the borrower will be responsible for covering the associated costs, including transport, a reasonable level of hotel accommodation for overnight stays, and adequate subsistence. The subsistence must cover meals, travel costs and other reasonable expenses. The exact amount will be agreed in advance and must be provided to the courier as soon as they arrive, or in advance if required.

23.2 If public transport is used, couriers should travel first class by rail or business class on flights longer than four hours when accompanying the loan.

23.3 For loans to Europe, couriers should receive subsistence to cover two working days and two nights of hotel accommodation, unless otherwise agreed.

23.4 For loans outside Europe, couriers should receive subsistence to cover at least four working days and three nights of hotel accommodation, unless otherwise agreed.

23.5 For loans within the UK, the length of stay should be the minimum necessary to fulfil the required duties, and subsistence should include all travel days and necessary hotel accommodation.

23.6 We will consider sharing couriers with other lenders, depending on the individual circumstances.

24. Photography and Reproduction

24.1 No photography or filming of individual objects by the borrower for commercial purposes is permitted. General views of the exhibition that include UCL loans for press, publicity, or educational purposes are allowed, but all photography and/or filming must always be supervised by a member of the borrowing venue.

24.2 The borrower may also photograph or film the loan objects for internal use, such as documenting the installation and exhibition, without requiring permission from UCL. However, lighting equipment must be kept at least 2 meters away from any objects, and the objects must not be moved without specific permission from the Collections.

24.3 All publicity material using the UCL images or logo must be approved in advance by UCL. borrowers should contact the UCL Collections Registrar in the first instance.

24.4 If Borrowers wish to use an image for reproduction, they should send their request to UCL Collections Registrar at least six months in advance of the objects leaving UCL. The borrower will be responsible for the costs of any new photography as applicable.

24.5 The Borrower will be responsible for obtaining any necessary third-party permissions or consents.

24.5 Images must be credited accordingly.

25. Acknowledgement

Acknowledgement must be made to UCL M&CP in any publication or media coverage arising from the loan (e.g., exhibition label captions, photo and other acknowledgements, catalogues, research papers, TV coverage). UCL Collections Registrar will confirm the exact credit line for the loan, which will also be included in the Loan Agreement.

26. Complimentary catalogues and invitations

26.1 The Borrower must provide UCL M&CP with a copy of any publication produced, catalogue, brochure or hand list for the relevant lending Collection, and a copy for public use in UCL Library. These should be sent to the UCL Collections Registrar

26.2 Invitations to the private view of the exhibition should be sent to the Head of the lending Collection and the Head of Museums Services.

27. Press and PR

The Borrower should contact UCL Collections Registrar in the first instance and inform them of any events or publicity associated with the loan of objects from UCL M&CP.

28. In case of damage

28.1 Any damage or loss to the object, regardless of who is responsible, is to be immediately reported to UCL Collections Registrar by telephone (+44 (0)2031 085 567). The borrower must ensure that UCL M&CP receives a written report, a condition report, and photographs depicting the damage within 48 hours. In the event that any artwork is damaged during the loan, the borrower will be responsible for covering the costs associated with inspections by UCL staff, as well as any expenses related to the removal of the object from the exhibition.

28.2 The Borrower is responsible for covering the cost of any necessary conservation work and resulting depreciation in value due to damage. Any theft or security breach within the exhibition should be reported to UCL Collections Registrar, regardless of direct impact on UCL objects.

29. Termination

Notification of loan termination must be submitted in writing to UCL Collections Registrar. Even if the loan is cancelled for valid reasons, UCL M&CP reserves the right to charge the Borrower for any actual expenses accrued. These expenses may encompass conservation

costs, as well as expenses related to, mounting, framing, and any other preparations required for loaned objects.

30. Right to Withdraw

UCL M&CPC reserve the right to withdraw objects from an agreed object list, or to recall objects on loan at any time if, in UCL M&CP's reasonable judgement, the Borrower and/or Borrowing Venue(s) fail to adhere to UCL M&CP Loan Conditions.

31. Changes to the Exhibition Date

Requests to change the loan dates will be considered by UCL M&CP of the loan will be considered by the V&A. Such requests must be submitted in writing to UCL Collections Registrar at least two months before the revised date.

32. Attendance Figures and Evaluation

The borrower is required to provide UCL M&CP with full attendance figures and any audience evaluation report (if available) for all loan venues at the close of the exhibition.

33. Long-Term Loans from UCL M&CP collections

The terms and conditions for long-term loans generally mirror those for short-term loans. Loan Agreements are typically reviewed every three years, during which object valuations may be reassessed. UCL M&CP may periodically request Borrowers to confirm the presence and condition of loans. Spot-checks may also be conducted to ensure appropriate display and acknowledgment of UCL M&CP loans.

34. Who to contact:

Any curatorial queries should be addressed to: museums@ucl.ac.uk

Any queries relating to the loan conditions above should be addressed to:

Sara Mittica
Head of Collections Management
UCL Libraries, Culture, Collections and Open Science
Art Museum, 23-25 Gower St, London WC1E 6BT
E: sara.mittica.10@ucl.ac.uk
T: +44 (0)2031 085 567

Appendix – table of costs

Administration Fee		
UK venues	Non-charging venues	Waived
	Ticketed exhibitions	1-3 objects: £750 over 3 objects: £200/object
		Subsequent touring venue: £250
International venues	Non-charging venues	Waived
	Ticketed exhibitions	1-3 objects: £1,000 over 3 objects: £1,300
Loan preparation and conservation costs		
Initial condition assessment	£25/object if undertaken in house TBC if freelance conservator is required. Note: in house costs will not be charged if UCL M&CP does not approve a loan	
Condition Reports	£70/object	
Conservation	£70/hour if undertaken in house TBC if freelance conservator is required	
Mounting	External mount makers - costed on a case-by-case basis	
Framing	External framing - costed on a case-by-case basis	
Photography	£70/object if no photographs of the object exist or new photography is required	