

Loans Policy

1. Loans Out

Norfolk Museums Service holds collections in trust for the public and endeavours to make them available to the widest possible audience whilst maintaining high standards of care to ensure their long-term survival and integrity. It therefore is prepared to lend material in pursuit of its aims and objectives to Borrowers that can provide an adequate standard of care.

All loans involve some risk. In assessing the request for a loan an assessment of that risk must be undertaken that includes consideration of the following:

- likelihood of harm coming to the material (the frequency and nature of hazards)
- the vulnerability and fragility of the material
- financial value of item (or the cost of remedial conservation if damaged)
- status and importance of the material (the degree of rarity and the seriousness of loss or damage)
- any hazards presented by the venue
- the type of Borrower (whether they are suitable Borrowers)
- the needs of the Borrower (is the loan absolutely necessary?)
- benefit to the Norfolk Museums Service (does it serve our aims and objectives?)
- the impact on service delivery of removing an item from display
- Loans of John Sell Cotman or John Crome artworks from the Russell Colman Bequest are prohibited from being lent outside Norwich by the terms of the Bequest

There must also be an assessment of the resource implication to the Norfolk Museums Service of processing and monitoring the loan.

The following reasons for a loan could be considered to be in furtherance of the Norfolk Museums Services aims and objectives:

- for temporary exhibition in a public place in a suitable institution
- long-term loan display to more appropriate institutions than ourselves (eg. if we have not got room to display the items ourselves)
- media appearance primarily related to the item - that is, not merely as a 'prop'
- use by Norfolk Museums Service staff for lecture and demonstrations purposes
- certain research institutions for purposes which extend the understanding of the loaned items
- Loans to schools accompanied by staff by collections focussed events

Loans will not be granted for the following reasons:

- Loans to enable photography for a third party
- Loans for standard classroom purposes beyond handling collections
- Loans to private individuals
- Loans for commercial use
- As an alternative to correct disposal of items.

Norfolk Museums Service will need to be satisfied of the bona fides of the Borrower and that suitable care will be provided:

- We may wish to check with other agencies such as the British Council or National Museums as to the bona fides.
- We may ask if the Borrower is registered under the ACE Accreditation Scheme.
- We will ask for a Facilities Report and any necessary supplemental information, to establish what security, environmental and other standards are in place for each part of the building. These will be assessed against the type of material to be lent, and agreement reached with Norfolk Museums Service.
- We will obtain the Borrower's confirmation that they are adhering to Due Diligence for other items exhibited.

Who will deal with request for loans out?

- All formal loan requests must be made to The Head of Norfolk Museums.
- Decisions as to loan requests will be made by a Loans Committee comprising the Registrar, Collections Development Manager and/or Chief Curator, relevant Curators, a representative from the Conservation Department and the D&T Coordinator, to ensure that all loan requests are treated fairly and transparently.
- The Registrar will manage the loans process and communicate with the Borrower. Specialist support will be provided as necessary by curatorial, conservation and display staff.

What length of loan will we allow?

- Loans shall not be open ended
- Loans shall be for a maximum of 5 years before the loan agreement has to be renewed and a new assessment made
- Very short term loans may take a disproportionate amount of time to administer

How much notice will be required?

- 6 months' notice is the standard period.
- Loan requests with under 6 months' notice will incur an administration charge which will be decided by the Loans Committee.
- Exceptionally, less notice will be acceptable. The merits of the loan, suitability of the Borrower and the resource implications will be factors in the Loans Committee's decision to proceed.

Financial arrangements

The Borrower will be responsible for all costs, including insurance, packing and transportation and any courier travel, accommodation and subsistence. Norfolk Museums Service would expect to be reimbursed for costs incurred, for example photography, special conservation or mounting, to make the item fit for loan. For any one item incurring over one day's work in total, the labour costs will be charged to the Borrower.

There is no administration charge for loans other than loan requests with under 6 months' notice. The cost of conservation for any deterioration of items whilst on loan will be borne by the Borrower.

Standards

Loans out will be managed to Spectrum 5.0, the UK Collections Management Standard. All material to be loaned will have an individual database record created in the appropriate Object File by or under the supervision of the relevant curator and will be marked with its accession number by or under the supervision of the relevant curator. These records will be updated with their loan history by the Registrar. Key information for loans out will be recorded in the Loan Admin File. All loans out will need to meet Norfolk Museums Service

Conditions of Loan. All loans will be provided with a condition report produced by a member of the Conservation Department.

Packing and transport

Material to be loaned will be packed by specialist art handlers under the supervision of Norfolk Museums Service staff, or by Norfolk Museums Service staff. Should packing materials or methods used by Borrowers not meet the standards required the loan items will be packed by Norfolk Museums Service staff at the Borrower's expense. On return, loaned material must be packed in exactly the same way as received and in the same or equivalent packaging materials.

Transport will be organised by specialist shipping companies acting for the Borrower for all major loans. Transport may be by Borrowers directly, removal companies, or Norfolk Museums Service staff for local loans at Norfolk Museums Service's discretion. Norfolk Museums Service will determine whether a courier is required. The schedule for transport and installation and deinstallation will be agreed with Norfolk Museums Service

Insurance

The Borrower must arrange for insurance coverage at their own expense and at Norfolk Museums Service's valuation and provide written confirmation that the material is covered before the release of the loan. Cover must be nail to nail against all risks unless otherwise agreed with the Registrar.

Exit Forms

An exit form must be completed by the Registrar or a member of the Collections Management department who is overseeing the departure when an item leaves an NMS site before it travels to the Borrower's or their agent's premises.

Loan Agreement

A Loan Agreement must be completed and countersigned. The Agreement will set out any conditions attached to the loan, such as minimum security and environmental conditions and display requirements, together with the reason for the loan to ensure that Borrowers do not use items in ways that go beyond the agreed purpose. The agreement will confirm that Norfolk Museums Service acquired the item by legitimate means, legally owns the item, is unaware of any third party claims to the item and has the right to lend this item.

2. Loans In

Norfolk Museums Service will borrow material from bona fide Lenders in pursuit of its aims and objectives

All loans in involve resource implications. In assessing borrowing an item an assessment of that implication must be undertaken that includes consideration of the following:

- benefit to the Norfolk Museums Service (does it serve our aims and objectives?)
- whether the benefits of borrowing an item can be met by an item within Norfolk Museums Service's own collections
- the level of care and security Norfolk Museums Service can provide for the item
- the financial cost of borrowing the item (insurance, transport, conservation)
- storage implications for items which are not solely for exhibitions
- the development of partnerships with Lenders

There must also be an assessment of the resource implication to the Norfolk Museums Service of processing and monitoring the loans.

The following reasons for taking a loan could be considered to be in furtherance of the Norfolk Museums Services aims and objectives.

- for an exhibition at a Norfolk Museums Service museum
- for long-term loan display at a Norfolk Museums Service museum
- for use by Norfolk Museums Service staff for research purposes

Loans in will not be accepted for the following reasons

- Loans to assist a Lender with problems of storage
- Loans to assist a Lender with problems of insurance
- Loans which are solely to give the Lender status for lending to Norfolk Museums Service

Norfolk Museums Service will need to be satisfied of the bona fides of any Lender

- We will need to check the provenance of an item with a lender
- We will need to carry out due diligence procedures in accordance with our Due Diligence Policy
- We will not borrow loans where there is doubt over ownership or acquisition in accordance with our Due Diligence Policy

Who will make loan requests?

- All loan requests will be determined by a Curator and any relevant project team.
- The Exhibition Coordinator or Registrar will manage the loans process and communicate with the Lender. Specialist support will be provided as necessary by curatorial, conservation and display staff.

What length of loan will we accept?

- Loans in shall not be open ended.
- Loans in shall be for a maximum of 5 years before the loan agreement has to be renewed and a new assessment made
- Very short term loans in may take a disproportionate amount of time to administer
- Historic loans will be renewed, returned or acquired where lenders can be traced. If the lender cannot be traced items will be retained and documented as loans in case descendants produce receipts and wish for the return of loans.
- For items requiring anti seizure protection under s135 of The Tribunals, Courts and Enforcements Act 2007, the length of loan can only be for a Temporary exhibition of less than 12 months.

How much notice will be required?

- Lenders' loans policies and requirements will need to be met.
- An exhibition schedule will determine the notice required for loans which are part of the exhibition.
- 6 months' notice is required for items that will need to be insured by Government Indemnity, the involvement of Conservation and/or D&T Coordinator and any other complexities including transport.
- 3 months' notice is the absolute minimum required for items that require minimal NMS staff time.
- For loan items requiring anti seizure protection under s 135 of The Tribunals, Courts and Enforcements Act 2007, the objects will be published on the Norfolk Museums Service website (www.norfolk.museums.gov.uk) not less than four weeks prior to the item's arrival in the UK, and for a period of not less than 12 weeks, or the full exhibition duration if longer.

Financial arrangements

Norfolk Museums Service will be responsible for all costs, including conservation and preparation of the item for loan and display, insurance, packing and transportation and any courier travel, accommodation and subsistence, unless otherwise agreed with the Lender.

Standards

Loans in will be managed to Spectrum 5.0, the UK Collections Management Standard. Lenders' loans policies and requirements will need to be met.

All material borrowed for temporary exhibitions will have an individual database record created within the Project File by the Exhibition Coordinator. All material borrowed for longer term purposes will have an individual record created in the appropriate Object File by or under the supervision of the relevant curator and will be marked with its accession number by or under the supervision of the relevant curator. The location of items on loan will be recorded. Loans in which cannot be accompanied by a condition report will need one to be produced by a member of the Conservation Department and agreed with the Lender.

Packing and transport

Material to be borrowed will be packed by the Lenders or their agents, or by Norfolk Museums Service staff or their agents if agreed with the Lenders. On return, loaned material must be packed in exactly the same way as received and in the same or equivalent packaging materials. Norfolk Museums Service staff can provide advice and assistance regarding packing materials or methods if Lenders cannot do this themselves.

Transport will be organised by Norfolk Museums Service using specialist shipping companies for all major loans. Transport may be by Lenders, or Norfolk Museums Service staff or their agents if agreed with Lenders. The Lender will determine whether a courier is required. The schedule for transport and installation and deinstallation will be agreed with the Lender.

Insurance

Norfolk Museums Service will arrange for insurance coverage at its own expense or via Government Indemnity at the Lender's valuation and will provide written confirmation that the material is covered before the release of the loan. Norfolk Museums Service cannot provide valuations for items owned by other parties. Cover will be nail to nail against all risks unless otherwise agreed with the Lender.

Entry Forms

An entry form must be completed by the Exhibitions Coordinator, Curator or member of the Collections Management department who is overseeing the arrival of a loan.

Loan Agreement

A Lender's Loan Agreement must be countersigned. The Agreement will set out any conditions attached to the loan, such as minimum security and environmental conditions and display requirements together with the credit line/s to be used and the reason for the loan to document that Norfolk Museums Service will not use items in ways that go beyond the agreed purpose. Norfolk Museums Service staff can produce loan agreements if e.g. private lenders cannot do this themselves. Lenders are required to declare on their Loan Agreement or a Norfolk Museums Service Loan In Agreement that they acquired the item by legitimate means, legally own the item, are unaware of any third party claims to the item and have the right to lend this item.

3. Internal Loans

Loans between museums and departments of Norfolk Museums Service itself will be arranged and managed by relevant curators with support and advice from the Conservation, D&T and Collections Management Departments as necessary.

- An exhibition schedule will determine the notice required for loans which are part of the exhibition
- 6 months' notice is required for items that require the involvement of Conservation and/or D&T Coordinator and any other complexities.
- 3 months' notice is the absolute minimum required for items that require minimal NMS staff time.

Internal loans must be documented by removal and entry forms by the person removing or receiving the item, and the database records as to location updated by the recipient or the person requesting the move.