



CONDITIONS OF LOAN

Items lent by the Norfolk Museums Service

**A minimum of six months formal notice must be given
Loans requested with under six months notice will incur an
administration charge which will be decided by the Loans
Committee**

1. Insurance, Export Licence and Airport Security

- a) Insurance at a valuation named by the Norfolk Museums Service will be arranged by the borrower with an NMS approved insurer. The coverage will be on a 'wall to wall' basis against all risks of physical loss or damage from an external cause. A certificate of insurance must be sent to the Norfolk Museums Service before the release of the item(s).
- b) The borrower is responsible for obtaining any necessary export licences.
- c) The fine art/museum transport company appointed by the borrower must meet air cargo security requirements with regulated agent status.
- d) The borrower is under no liability for the loss of, or damage to, the object arising or flowing from:
 - war, hostilities or war-like operations, but excluding acts of terrorism, riot,
 - civil commotion, piracy and hijacking;
 - the negligence or other wrongful act of the owner, his servants or agents;
 - the condition (including inherent vice or a pre-existing flaw) of the object at the time of its loan.
 - restoration or conservation work undertaken to the object by the borrower, his servants or agents with the agreement of the owner; or
 - a third party claiming to be entitled to the object; and
- e) Any liability which the borrower may incur to the lender arising out of the loan of the object shall not exceed the specified value.

2. Conservation

- a) The borrower will reimburse Norfolk Museums Service for any conservation and technical work necessitated by the loan. This will include as necessary:
 - an assessment of each item's fitness for loan and travel
 - technical assistance where access to items is complex
 - the production of a condition report for each item
 - professional packing of each item with suitable materials where necessary
 - glazing with non-reflective and laminated glass where necessary
 - conservation work required to make item fit for loan and travel

For any one object incurring over one day's work in total, the labour costs will be charged to the borrower.

Norfolk Museums Service will consider both the conservation and aesthetic needs of items requested for loan.

- b) The borrower must ensure that the item is protected from direct sunlight and extremes of temperature and humidity. Relative humidity is to be maintained between 45% and 65% unless otherwise specifically stated. It should not vary by more than 5 percentage points in any 24 hour period or by 10 percentage points during the course of the loan.
Light levels for items on paper are not to exceed 50 lux and UV less than 75 microwatts per lumen.
Oils to be shown in light not exceeding 200 lux.
Daylight and fluorescent light sources must be screened to cut out ultra violet radiation.
- c) All textiles should be displayed in showcases, unless otherwise agreed with the lending institution. Light levels should not exceed 50 lux and UV should be less than 75 microwatts per lumen. Relative humidity to be in the range 50 - 65% RH. It should not vary by more than 10 percentage points in any 24hr period or by more than 15 percentage points during the course of the loan.
Any handling necessary should not be undertaken without permission of NMS.
- d) A maximum temperature of 25° (Celsius) is permitted. The temperature should not vary by more than four degrees Celsius in any 24 hour period.
- e) Pictures must not be removed from their frames for any purpose whatsoever unless consent is first obtained from the Registrar. All items must be fixed to the display surface with mirror plates and screws.
- f) In the event of any unusual condition or damage to any item in transit whilst on exhibition, the Registrar must be informed at once by telephone and subsequently in writing. No repairs should be undertaken in any circumstances until after the loan has been examined by an officer of the Norfolk Museums Service or its nominee, and the repairs must be undertaken by conservators approved by Norfolk Museums Service. All subsequent costs will be borne by the borrower.

3. Security and Transport

- a) The borrower must provide invigilation during opening hours. At all other times either a night-watchman/caretaker should be on duty or an automatic alarm system should be in use. Preferably both security measures should be in force.
- b) The borrower must pay all transport and insure at the Norfolk Museums Service valuation whilst the item is in transit and in the custody of the borrower. All transit must be undertaken by at least two persons and the van never left unattended. The Norfolk Museums Service staff must be notified of any overnight stops in transit.
- c) Vehicles carrying paintings must be protected from direct sunlight, rain, snow and excessive vibration. Air ride vehicles are to be used as standard. Such vehicles must not at any time remain unattended and adequate security arrangements must be made during transit and particularly during overnight stops.
- d) The Norfolk Museums Service reserves the right to stipulate that a person designated by the Registrar will escort items of art to and from an exhibition at the expense of the borrower.

4. Hanging/Display/Packing

Once the item is installed it must not be moved without permission of the Registrar.
If a whole exhibition is borrowed it must be shown complete with nothing added except by arrangement. The borrower must provide materials and labour for the display of the item(s) lent. All packing material sent with the item(s) must be retained and the item(s) returned in the same manner as they were sent.

5. Report on Receipt



A receipt form will be sent with the item(s) and should be returned immediately to the Norfolk Museums Service with a report on the condition of the item(s) on arrival. Repairs or modifications to the exhibits must not be undertaken without permission.

6. Photography, Publicity & Display

- a) Credit line is *Norfolk Museums Service* unless otherwise advised.
- b) The borrower will not without the previous written consent of the Registrar make or permit to be made any photograph or other reproduction of the item(s) lent. (Photograph is used in its widest sense and includes colour transparency, film videotape and televising).
- c) The borrower is responsible for arranging publicity. It would be appreciated if copies of press reviews, articles and publicity posters, etc. are sent to the Norfolk Museums Service for record purposes.

7. General

- a) A minimum of 6 months' notice period of the formal loan request must be given, which details the item/s requested. Pre-loan research to identify the loans should be undertaken by the Borrower before this 6 month period commences. Loans requested with under six months notice will incur an administration charge which will be decided by the Loans Committee.
- b) Exhibition loans can only proceed if the Borrower can confirm Due Diligence procedures have been followed for other objects exhibited.
- c) Norfolk Museums Service guarantees that it is the legal owner of all the items contained in this loan agreement, other than where objects themselves are on loan to and managed by Norfolk Museums Service.
- d) Norfolk Museums Service guarantees that it will only lend items which are themselves on loan to Norfolk Museums Service when Due Diligence procedures have been followed for those loans in and where a Loan Agreement exists between the original lender and Norfolk Museums Service
- e) Norfolk Museums Service confirms that it has the right to lend the item, or has obtained permission from the lender to lend the item in the case of objects which are on loan to and managed by Norfolk Museums Service.
- f) Norfolk Museums Service knows of no previous, current or potential claims for the item from a third party.
- g) Loans will not exceed a maximum period of 5 years
- h) 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
- i) Copies of any exhibition catalogue shall be supplied free of charge for the library(ies) of the lending department(s).
- j) The borrower must provide visitor figures for any exhibition to which NMS lends items.

FAO the Registrar:

collections.management@norfolk.gov.uk

Norfolk Museums Service

Shirehall Market Avenue, Norwich, NR1 3JQ

February 2018