

Loan Out Procedure

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1. Spectrum Definition

- 1.1. Documenting and managing the loan of objects to other organisations or individuals for a specific period of time and for a specific purpose, normally exhibition/display, but including research, conservation, photography and education.

2. Spectrum Minimum Standard

- 2.1 The organisation must have a policy covering the assessment of loan requests and a standard set of conditions which borrowers must meet. The procedure for documenting and managing loans out must:
- Ensure that all loan requests are assessed according to the organisation's policy;
 - Ensure that the organisation retains a record of all loans, including details of the borrower, the venues, the loan period and the purpose of the loan;
 - Ensure that the loan is for a finite period;
 - Ensure that there are written agreements signed by both borrower and lender before the loan commences;

- Ensure that the borrower confirms their intent and ability to provide an acceptable level of care, security and safekeeping for the object and to conform to the conditions of loan specified;
- Ensure that the loaned objects are covered by insurance or indemnity as appropriate for the duration of the loan period.
- Enable effective control of the loan process;

2.2 Loans out is a Primary Procedure. This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

3. Introduction

3.1. This procedure covers lending all Objects from the Horniman Museum and Garden's permanent collections for exhibition or research. It outlines the steps to be followed when undertaking all types of loans to any organisation, both short and long term, to single or multiple venues, including outsites. It does not cover Natural History study loans, Handling Collection loans or objects going out for external conservation work. This document should be used in conjunction with the **General Loan Conditions**.

3.2. The following timeframes apply:

- Formal Requests from UK: **6 months** before start of loan
- Formal Requests from the rest of the World: **12 months** before start of loan

4. Initiation of the Loan Out

4.1 Initial interest should be directed to the Collections and Loans Coordinator at least **2 months prior to Formal Loan Request**:

Collections and Loans Coordinator
Horniman Museum & Gardens
100 London Road
London
SE23 3PQ
loans@horniman.ac.uk

- 4.2 The Collections and Loans Coordinator will check that the loan has been requested within the required notice period, and direct the details of the proposed loan to the relevant Curator.
- 4.3 The Collections and Loans Coordinator will formally acknowledge the request and issue the Horniman's Loan policy, procedures and conditions, and copies of the UKRG Facilities report and supplements to the Borrower.
- 4.4 The relevant Curator will discuss the loan with the Borrower and agree an initial object list. If the Borrower wishes to view the objects to make a selection, then Collections and Loans Coordinator will co-ordinate a visit to the museum or store (depending on which site the objects are stored at).
- 4.5 The Collections and Loans Coordinator will distribute the list to the Collections Conservation and Care Department for assessment.
- 4.6 The relevant Curator will provide a valuation and provenance information for each object to the Collections and Loans Coordinator.
- 4.7 The Collections and Loans Coordinator will notify the Borrower if the Horniman is able to proceed with the loan, and recommend that the Borrower send a formal request letter to the Museum's Chief Executive.

5. Formal Request

- 5.1. The formal letter should include detailed information about the purpose of the loan. For example:
 - Details of the exhibition and planned display
 - Research
 - If photography is required
 - Associated publications
 - A list of objects required
 - Details of specific venues
 - Duration of the loan

6. Approval by Trustees

6.1 Approval by Trustees is required in the case that the loan is:

- An international loan
- An object of particular significance to the Horniman
- Potentially subject to novel and contentious issues
- Total value of loan exceeds £30,000

6.2 The Trustees meet quarterly. Usually with the following timetable:

- Mid-March (Papers submitted late February)
- Early July (Papers submitted mid-June)
- Early October (Papers submitted mid-September)
- Early December (Papers submitted mid-November)

6.3 The Collections and Loans Coordinator will notify the Borrower of the next available meeting date to present the request, and ask for more information if required for the Trustees paper.

6.4 The Director of Collections Care and Estates will inform Collections and Loans Coordinator of the Trustees' decision, who in turn will notify the Borrower, Curator and Conservation team.

7. Formalising the Loan

7.1 The Collections and Loans Coordinator will liaise with the borrower to discuss insurance, transport, couriering arrangements and possible costs, so that any budgeting problems may be resolved at an early stage.

7.2 The Collections and Loans Coordinator will assess completed UKRG forms with the Collections Conservation and Care team.

7.3 The Collections and Loans Coordinator will request for one copy of the Borrower's Collections Recovery Plan and discuss any areas of concern with the Collections Conservation and Care team. The Plan will be filed securely and destroyed at the end of the loan period.

- 7.4 Where appropriate, a member of the Collections Conservation and Care team or a representative designated by the Horniman will visit the proposed loan venue(s).
- 7.5 The Collections and Loans Coordinator will contact the National Security Adviser at **Arts Council England**. The Security Adviser will compile an independent security report, which may involve a visit to the site of loan.
- 7.6 Where appropriate, the Head of Estates at the Horniman will visit the proposed loan venue to check security arrangements and file a report with their recommendations.
- 7.7 Some loan objects may be culturally sensitive and require special considerations in terms of handling, environment and display. These considerations will form part of Schedule C: Specific Conditions in the Loan Agreement.
- 7.8 Agree loan period. **Maximum loan period is three years**. This may be extendable or renewable subject to adequate notice being given, and to all required conditions of loan being met. The Collections and Loans Coordinator will seek approval for renewal from the relevant Curator and Conservator.
- 7.9 The Collections and Loans Coordinator will allocate a loan number, and record the loan details on MIMSY. Original copies of paper documents will be stored in the loan file held by the Collections Management section.
- 7.10 The Collections and Loans Coordinator will notify the Documentation team of the loan, and send the final Object list.
- 7.11 The Documentation team will ensure that all the Object(s) are correctly documented, marked and photographed prior to the start of the loan.
- 7.12 The Collections and Loans Coordinator will compile the Loan Agreement. The Loan Agreement document contains a loan form, the **General Loan Conditions** and details of any extra conditions specific to the loan in question.
- 7.13 The Collections and Loans Coordinator will arrange for two copies of the Loan Agreement to be signed by the Horniman's Chief Executive and by a representative of the borrowing institution. One copy of the Loan Agreement will

be retained by the Horniman (and stored in the loans file) and the lender will keep the other copy.

7.14 The Horniman will NOT sign any inward loan agreement issued by the Borrower in case this compromises items in this procedure or the conditions of loan.

7.15 The Collections and Loans Coordinator will prepare receipt forms. These will be signed upon receipt of Object(s) by a representative of the Horniman Museum and by a representative of the Borrower.

8. Photography

8.1 If more than a general record image is required for publicity or a publication, the Borrower must notify the Collections and Loans Coordinator at the stage of the formal request. [Please see 12.1 below regarding Press, Marketing and Social Media].

8.2 The Collections and Loans Coordinator will co-ordinate with the Photographer to assess capacity. If required, the Collections and Loans Coordinator will co-ordinate with an external photographer to undertake the loan photography.

8.3 The Collections and Loans Coordinator will discuss any costs involved with the Borrower, and agree them before proceeding.

8.4 The Borrower must complete the **Application for Reproduction Rights** document and return it to the Collections and Loans Coordinator.

9. Conservation and Mounting

9.1 The Collections and Loans Coordinator will co-ordinate with the Borrower, as well as with Collections Conservation and Care and Exhibitions teams to assess conservation and mounting requirements.

9.2 If required, the Collections and Loans Coordinator will co-ordinate external conservators and/or mount makers to visit the Horniman for assessments and treatments.

- 9.3 The Collections and Loans Coordinator will discuss any costs involved with the Borrower, and agree them before proceeding.

10. Condition Reports

- 10.1 Collections Conservation and Care will create a full Condition Report for the Object(s). This report will include images.
- 10.2 The Condition Report will be reviewed, agreed and signed off at the beginning of the loan.

11. Transport and Installation of the Loan

- 11.1 The Collections and Loans Coordinator will co-ordinate with the Borrower.
- 11.2 The Collections and Loans Coordinator will organise a representative of the Horniman to pack (or oversee the packing) of the Object(s) ready for transportation.
- 11.3 The Collections and Loans Coordinator will organise a courier to supervise the transportation. Upon arrival at the loan venues, or when the Objects are unpacked, a representative of the Horniman and a representative of the borrowing institution will check the condition of the Objects and add any additional information to the Condition Report.
- 11.4 The Condition Report(s) should be signed by the Horniman's representative and counter signed by a representative of the borrowing institution.

12. Press, Marketing and Social Media

- 12.1 The Borrower should co-ordinate with the Collections and Loans Coordinator to discuss any events, publicity, marketing or social media associated with the Horniman's Objects.

13. Monitoring Loans

- 13.1 Once the loan has been dispatched, the location of the Object(s) will be updated on MIMSY.
- 13.2 If the loan period exceeds one year, or, if any of the Borrowers' circumstances change, the Borrower will be visited at least annually by a representative of the Horniman to check the condition of the Object(s) and the environmental and display conditions.
- 13.4 At the end of an agreed loan period (the maximum period is three years), the loan may be considered for a renewal subject to adequate notice.
- 13.5 The Collections and Loans Coordinator will send the renewal request to the Curator for approval. A representative from the Horniman may need to visit the Borrower to check on security, environmental conditions and the condition of the Object(s).
- 13.6 The valuation will be checked and updated accordingly on MIMSY if necessary.

14. Loan Return

- 14.1 At the end of the loan period, the Collections and Loans Coordinator will confirm the arrangements for the return of the Object(s) with the Borrower. This will include courier, packing and transportation arrangements.
- 14.2 A courier will usually be present when the Object(s) are removed from display and will oversee the packing and transportation of the Object(s).
- 14.3 The Condition Report will be reviewed and signed off at the end of the loan.
- 14.4 When the Object(s) have arrived back at the Horniman, Collections Management or Collections Conservation and Care will locate them on MIMSY, unpack and inspect the Object(s).
- 14.5 The Collections and Loans Coordinator will organise pest control if required.
- 14.6 The Collections and Loans Coordinator will arrange for the Borrower to be invoiced for all outstanding costs as agreed in the Loan Agreement and General Loan Conditions.

- 14.7 The Collections and Loans Coordinator will record any information, such as details of security incidents, courier reports, etc., which may be relevant in case of future requests from the Borrower. This information will be recorded in a closing report. This will be kept in the loans file and copies circulated to the relevant Curator, The Director of Collections Care and Estates, Collections Conservation and Care, Documentation, and, where appropriate, the Chief Executive.
- 14.8 The Collections and Loans Coordinator will ensure that relevant information relating to the loan will be updated on MIMSY and the loan files (both electronic and paper for the archive). The Horniman will keep contact details of the Borrower stored on their collections management database as a record of the loan. This information will be managed in accordance with current legislation, and will not be shared with any external parties by the Horniman, unless the Horniman is required to share the information by law.