



## **Culture Coventry Loans Policy**

Established August 2023

Review August 2028

### **Introduction**

Culture Coventry Trust is responsible for managing loans on behalf of Coventry City Council as part of a management agreement. We hold collections in trust for the public and aim to make them available (loans out) to the widest possible audience whilst maintaining high standards of care to ensure their long-term survival and integrity. We will notify the Council via the relevant officer of any outgoing loans from the collection.

We aim to facilitate loan requests wherever possible and will consider loans to venues which provide public access and are able to meet our conditions, including:

- Public museums, galleries, libraries and archives
- Educational institutions

Public and charitable bodies, including community organisations

We also request loans (loans in) from other heritage organisations, private individuals, community groups for the purpose of enhancing our exhibitions/displays- providing opportunities to learn, to ensure the stories we tell are representative of the communities we serve.

### **LOANS OUT**

#### **The following reasons for a loan will be considered**

- For temporary exhibition in a public place in a suitable institution

- Longer-term loan for display in institutions where the object will make a significant addition to the theme or story presented
- Research by institutions or individual researchers which extends the understanding of the loaned items (see Culture Coventry Research Policy for further details)

### **Why a loan might be refused**

We aim to remove all potential barriers to a loan, however loans may be refused occasionally. Reasons for declining a loan request may include:

- The object is fragile, in a poor or unstable condition, unable to travel or made of hazardous material
- Removing an object from display would have a significant impact
- The object is already committed to another exhibition
- Insufficient time to consider and prepare the loan
- A compelling case for the loan has not been made by the borrower
- The proposed use of the object is not appropriate
- Suitable display, environmental and security conditions cannot be met
- The object will not be accessible to the public

### **Responsibility for dealing with a loan request**

- All formal loan requests must be made to the Director of Culture
- Decisions on loan requests will be made by the Collections Development Group comprising the Head of Collections, the Curatorial Manager, Curators, Collections Care Officers, Collections Care Technicians and the Archives Manager
- The Curator of the relevant collection will manage the loan process and communicate with the Borrower. Specialist support will be provided as necessary within the Collections team and externally if appropriate.
- All arrangements for loans out will be carried out in accordance with our procedures as set out in the Documentation Procedural Manual, which meets the requirements of Spectrum 5.0, the UK Collections Management Standard. This includes a loan agreement which will be signed by both parties.

### **Duration of loans**

- 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

### **Notice required**

- Six months' notice is the standard period
- Exceptionally, less notice will be acceptable, depending on the merits of the loan, suitability of the Borrower and the resource implications

### **Financial arrangements**

- The Borrower will be responsible for all costs, including insurance, packing and transportation and any courier travel, accommodation and subsistence

- Culture Coventry would expect to be reimbursed for costs incurred, for example photography, condition reporting, special conservation or mounting, to make the item fit for loan
- The cost of conservation for any deterioration of items whilst on loan will be borne by the Borrower

### **Packing and transport**

- Objects to be loaned will be packed by specialist art handlers or specialist transport movers under the supervision of Culture Coventry collections staff, or by Culture Coventry collections staff. Should packing materials or methods used by Borrowers not meet the standards required the loan items will be packed by Culture Coventry collections staff at the Borrower's expense. On return, loaned items must be packed in exactly the same way as received and in the same or equivalent packaging materials.
- Transport may be by Borrowers directly or by specialist shipping companies, as appropriate. Culture Coventry collections staff will determine whether a courier is required, though the presumption is that this will only happen if essential.

### **Insurance**

The Borrower must arrange for insurance cover at their own expense and provide written confirmation that the material is covered before the release of the loan. Cover must be in place against all risks.

### **Security and Environment**

The Borrower must have in place at the loan venue appropriate security and fire precautions to the satisfaction of Culture Coventry.

The Borrower will maintain a stable environment for the loan objects (including Relative Humidity, Temperature, Lux levels, UV levels) which is appropriate to the nature and materials of the object. This will be agreed with the Borrower before the loan is confirmed. In order for the Museum to obtain information about the borrowing venue's access, security, storage, display, environment, handling etc, the Borrower may be asked to complete, where relevant, the following:

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

### **Loan Acknowledgement**

Any loan on display must include one of the following credit lines:

- On loan from the Herbert Art Gallery & Museum, Coventry
- On loan from Coventry Transport Museum

### **Photography and use of images**

Permission must be sought from Culture Coventry to reproduce images or to take photographs of loaned items.

## **LOANS IN**

Culture Coventry will borrow material from bona fide Lenders in pursuit of its aims and objectives.

### **Reasons for loans**

Loans in will be considered for the following purposes:

- for a temporary exhibition at a Culture Coventry museum
- for longer-term display at a Culture Coventry museum
- for use by Culture Coventry museums 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 Culture Coventry museums

### **Before requesting a loan**

In assessing a potential loan consideration will be given to the following:

- benefit to Culture Coventry museums (does it serve our aims and objectives?)
- whether the benefits of borrowing an item can be met by an item within Culture Coventry museums' own collections
- the level of care and security Culture Coventry museums 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 Culture Coventry of processing and monitoring the loans.

Loan decisions will be authorised by the Collections Development Group, and will be for a fixed, finite period. This does not preclude the possibility of extending a loan at any point, but we will not accept items on Permanent Loan.

### **Standards**

All arrangements for loans in will be carried out in accordance with our procedures as set out in the Documentation Procedural Manual, which meets the requirements of Spectrum 5.0, the UK Collections Management Standard. This will include a loan agreement which will be signed by both parties.

Groups of objects which Culture Coventry is borrowing as part of a touring or externally created exhibition will be covered by a specific separate contract, agreed and signed by a member of the Culture Coventry Exhibitions team and the lender.

### **Entry**

All incoming loans must be recorded in a loan agreement. This can be a form provided by the lender or Culture Coventry's loan-in form.

Loans in should be accompanied by a condition report and should be checked against this by a Culture Coventry Collections team member.

**Returning loans**

All loans will be returned to the lender promptly at the end of the loan period, unless an extension of the loan has been agreed by both parties.

Should it not be possible to contact the lender at any time, all reasonable effort will be made to locate them. If it has not been possible to contact the lender (or their heirs or legal representatives) then we will seek professional legal advice.