

1.7 Loan Policy (Full)

1.7 ■ Please submit a copy of the museum's Loan Policy.

■ This is a Minimum Standard for Full Accreditation. Questions 4.10 - 4.12 also relate to this Minimum Standard.

Please enclose formally approved documents along with your Application Form.

■ Requirements

- (i) Applicants must submit a Loan Policy for the museum. The Loan Policy sets out the museum's principles on loans in and loans out. Agreements on in-coming and out-going loans flow from this policy document. Minimally, the policy must include the points listed on the Guidelines.
- (ii) Applicants must submit evidence to show that the governing body has formally approved the Loan Policy. A signed and dated minute from the governing body will fulfil this requirement. It should clearly indicate the formal adoption of the Loan Policy by the governing body.
- (iii) The Loan Policy must be discussed annually by the governing body, with a detailed review of the Policy conducted every five years.

■ Guidelines

A. Servicing loans

Decide whether the museum is currently in a position to service loans, either in or out. The safeguarding of all loan collections should be the highest priority. The Loan Policy should state that any loans will be accompanied by appropriate documentation and loan agreements. Loans granted should be justifiable in terms of their value to the recipient, the facilities required to service them, and should not place a disproportionate burden on either the borrower or the lender.

B. Recognised standards

Prioritise the development of a policy in relation to loans from the museum's collections to other institutions. The content of this policy should be based on recognised standards and should mirror the conditions required by other lending institutions.

C. Loans out

The policy on 'loans out' should be concerned with pragmatic issues and should include the following:

- (a) Appropriate loan agreements and contracts.
- (b) A requirement for venue inspection and facility reporting.
- (c) Provision of insurance on a 'nail to nail' basis from time of departure from the lending museum until its return there.
- (d) Insurance valuation should be at a level set by the lending institution using appropriate criteria.
- (e) Loan records - photographic and written condition reports should be completed and signed by the parties to the loan at points of exit and entry.
- (f) The lending museum must be allowed to nominate a staff member to personally courier the loan to the receiving institution and at the borrower's expense.
- (g) The lending museum should never be at a financial loss as a result of loaning an object. Costs should be specified in advance. It should be stated that the borrowing museum must meet all reasonable costs of the loan. This may vary somewhat where a museum has a resourcing or networking responsibility to other institutions (e.g. this might apply to county museums and national institutions).
- (h) Regulations regarding the packing, transport and installation and handling of loan material during the loan period. This is usually restricted to personnel of the lending museum except in

cases of emergency.

- (i) A minimum standard of security in the borrowing museum should be specified. This should include detail concerning building access, case security, fire protection, and the provision of appropriate alarms.
- (j) Copyright, intellectual property, photographic, filming rights and publication rights should be addressed. Copyright can be an important entitlement attaching to objects and collections. Copyright ownership frequently needs to be both protected and exploited.
- (k) Appropriate rights forms and documents need to be used where necessary.
- (l) Correct environmental conditions and case design allowing for adequate lighting, humidity, and temperature and security control should be documented.
- (m) A loans database and/or loans register should be established and maintained.

D. Loans in

Loans-in from sister institutions with similar standards are likely to be broadly similar to the points specified above, but museums should expect to be required to meet the specific loan conditions of the lending institution which may vary depending on the nature of the loan.

A specific policy should be developed in relation to long-term loans to the collections from sources other than sister institutions. When dealing with the prospect of loans from private individuals, it is far preferable to acquire full title instead. It may be desirable to place a limitation on the acceptance of such loan arrangements but allowing some discretion to the curator or board of management to provide for exceptional circumstances.

E. Designation

The issue of designation under the terms of the National Cultural Institutions Act 1997 is at present relevant only to those museums and their curators that are empowered to acquire archaeological objects on behalf of the State and that are in the ownership and control of local authorities. If this status applies to a museum, then a statement in relation to a museum's designated status should be included.

F Standards 4.10 - 4.12 also relate to this standard