

## Loans Policy

Name of museum: Hastings Museum & Art Gallery

Name of governing body: Hastings Borough Council

Date on which this policy was approved by governing body: March 2019

Policy review procedure: This policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: March 2024

**Contents**

1. Introduction .....4

2. Principles .....4

3. Who can borrow?.....4

    3.1 Educational Loans Boxes.....4

4. What do we lend? .....4

    4.1 Human Remains.....4

5. How to request a loan? .....5

    5.1 Informal enquiries.....5

    5.2 Formal Loan Requests.....5

    5.3 Notice Period.....5

    5.4 Loan approval process.....6

6. Approved Loans.....6

7. Fees and Charges .....6

6. Loan Agreement .....6

Appendix A.....7

    Guidance Loans Out .....7

    Guidance for Loans In .....7

Appendix B.....9

    Example Loan Conditions .....9

## **1. Introduction**

Hastings Museum & Art Gallery is a community museum that aims to inspire people and connect communities. The museum aims to inform and inspire people's interest in the cultural and natural heritage of Hastings, and address relevant contemporary issues by:

- Collecting, preserving and interpreting material evidence of the past
- Enriching people's lives and creating a sense of place and identity
- Stimulating creativity, inspiration and enjoyment
- Engaging with the widest possible audience.

The museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its vision and aims. The museum's collections include Fine Art, Ceramics, Local History, Archives, Natural History, Geology, Native American and World Collections. The collections continue to grow and currently number around 97,000 objects.

## **2. Principles**

We are committed to making our collections widely available and welcome requests to lend objects from our collection to other organisations and institutions which share the museum's values and aims:

- To make the collection more widely accessible and reach wider audiences
- To increase collaboration and partnerships with museums, galleries and other organisations
- To further knowledge, understanding and learning relating to Hastings and the collections in our care.

## **3. Who can borrow?**

The museum welcomes requests to borrow items from UK Accredited museums and galleries as well as to other organisations and institutions which share the museum's standards, values and objectives. The museum does not lend to private individuals.

### **3.1 Educational Loans Boxes**

This policy relates museum's permanent collections only. If you are interested in borrowing loans boxes for your school or community group please visit the Schools and Learning section of our website: [www.hmag.org.uk](http://www.hmag.org.uk)

## **4. What do we lend?**

We will consider lending objects from all our collections unless there are legal or ethical issues that prevent us. All loans from the Museum's collections are subject to our conditions of loan, which are outlined below and issued upon receipt of a loan request.

### **4.1 Human Remains**

We treat human remains with the utmost respect and dignity. In exceptional cases the museum may lend human remains for research purposes or display. In either case we expect the borrowing institution to follow the guidance in:

- Hastings Museum & Art Gallery's Policy for the Care and Treatment of Human Remains
- *Guidance for the Care of Human remains in Museum Collections* (DCMS, 2005)
- *Guidance for Best Practice for Treatment of Human Remains Excavated From Christian Burial Grounds in England* (CoE/English Heritage, 2017).

## 5. How to request a loan?

### 5.1 Informal enquiries

We welcome early discussions and are happy to give advice on the selection and availability of objects. Organisations considering a loan from the museum's collection should contact the museum in the first instance with details of the objects wherever possible. Your enquiry will be passed onto the relevant curator who will contact you directly.

Email:	<a href="mailto:museum@hastings.gov.uk">museum@hastings.gov.uk</a>
Telephone:	+44 (0)1424 451052
Website:	<a href="http://www.hmag.org.uk">www.hmag.org.uk</a>
Postal Address	Hastings Museum & Art Gallery John's Place Bohemia Road Hastings TN34 1ET

### 5.2 Formal Loan Requests

Formal requests should be made in writing to the Museum and Cultural Development Manager outlining the following:

- The title and dates of the exhibition
- The dates of when you would like the loan to start and end
- Details of the required objects, including their accession numbers
- Venue address and names, position, telephone numbers and email addresses for the person making the request.
- Reasons for using the museum objects in the exhibition.

You must also include a completed UK Registrars Group Facilities Report and Facilities Report: Security Supplement ([www.ukregistrarsgroup.org](http://www.ukregistrarsgroup.org)). These reports will be treated confidentially.

If the objects you have requested are on loan to us, then we will forward your request onto the owner of the objects on your behalf.

### 5.3 Notice Period

We need as much notice as possible for new loan requests. Formal requests should be made at least six months before start date of the loan. This will give us sufficient time to meet approval processes.

#### **5.4 Loan approval process**

All loan requests are discussed at the museum's collections meeting. At the meeting a recommendation will be made for the Museum Committee.

Recommendations are based on a number of factors such as the condition, conservation needs and security requirements of the objects.

The decision to lend items is taken by Hasting Borough Council's Museum Committee. This decision is based on the recommendations of the museum officers. The Museum Committee meets formally every six months, with informal meetings also taking place throughout the year. Dates of the formal meetings are available on the Hastings Borough Council website: [www.hastings.gov.uk](http://www.hastings.gov.uk). This procedure also applies to extensions and renewals of existing loans.

We will email you within one week of the Museum Committee reaching a decision.

#### **6. Approved Loans**

Once approved a curator will contact you with any additional details required to complete the loan agreement and conditions of loan. You will also be given an estimate of the costs involved at this stage. What we charge for is outlined in section 7 below.

We will work with you to keep costs to a minimum. For example we would not send a courier unless a clear need is identified and we would only undertake only essential conservation to make the object suitable for loan.

#### **7. Fees and Charges**

The museum re-charges, if needed, for:

- Conservation work
- Special preparation including mounting, framing and glazing etc.
- Security and catalogue photography of the objects
- External valuations
- Insurance premiums
- Packing cases
- Transport costs, export licence fees and any customs or agents fees
- Courier travel costs and subsistence.

In exceptional circumstances the museum may levy other charges. You may also be required to meet any costs associated with checking loans while in situ at your venue whether as agreed periodic checks or in an emergency situation.

#### **8. Loan Agreement**

Once the costs are finalised, a copy of Hastings Borough Council's Loan Agreement will be sent to the named contact at the borrowing institution. Once the paperwork has been signed and returned work can begin on preparing the objects for loan.

## **Appendix A**

### Guidance Loans Out

When making a request to borrow objects you need to make a strong case supporting the need for these objects. To do this you should explain why the objects you want to borrow would be an important part of your display or exhibition. Tell us how they fit into the story of the exhibition or display including any contextual information that you think will be relevant.

Loan requests will be accessed by looking at:

- The condition and fragility of the objects requested
- The display and transport requirements of the objects and if these can be met by the borrower
- The educational or academic value of loaning the objects
- The current use or display of the object at Hastings Museum & Art Gallery
- If there are alternative objects that are in a better condition or more easily accessible that could be loaned instead, from this museum or another
- Whether the loan enables objects to be seen by a wider audience or by source communities
- If the loan would lead to increased access to and interpretation of collections in the longer term
- The resources available to meet the demands of the loan request.

Hastings Museum & Art Gallery will not loan to any exhibition which includes objects where there has been any suspicion that they have been stolen, illegally excavated or illegally exported from their country of origin or any intermediate country, in violation of that country's law or any national or international treaties, including 1970 UNESCO Convention.

The borrower must agree to comply with the conditions of the signed the loan agreement.

### Guidance for Loans In

Incoming loans will only be accepted if they have been approved by the Museum and Cultural Development Manager.

The museum will not accept an item for loan unless it is satisfied that the person, persons or organisation that is lending the item has the legal authority to make such a loan. Similarly, the museum will not accept on loan items that it knows or believes have been acquired in, or exported from, their country of origin in violation of that country's laws or any national or international treaties, including the 1970 UNESCO Convention.

The museum will not accept loans in for more than 3 years, although loans can be reviewed and extended. The offer of long term loans will be declined and the lender will be encouraged to donate the object instead. It is recognised that the term 'permanent loan' has no legal meaning.

We will abide by the loaning institution’s conditions for the duration of the loan. All loan conditions will be checked by Hastings Borough Council legal department before being signed.



## **Appendix B**

### Example Loan Conditions

Hastings Borough Council's legal department will draft conditions of loan for each approved loan for objects from the collections. The conditions in this appendix are for illustrative purposes only. The terms of the each individual loan agreement may differ depending on the specific requirements of the objects being loaned.

The borrower agrees the following:

- It shall take all responsible steps to ensure that they keep the objects in the same conditions received
- It shall not carry out any restoration, conservation, cleaning or other work to the objects on loan unless permission has been given by Hastings Museum & Art Gallery
- It shall immediately notify Hastings Museum & Art Gallery of any loss, theft or damage to any of the objects on loan
- It shall give reasonable access to Hastings Museum & Art Gallery staff and / or other named representatives to the loan objects at any time during the loan period, provided reasonable notice has been given.
- It has no reasonable cause to believe that any object comprised in the exhibition has been stolen, illegally exported or illegally imported from its country of origin as defines by UNESCO Convention of the means of Prohibiting and Preventing the illicit export and transfer of ownership of cultural property adopted in 1970.

### **Costs**

The borrowers will be responsible for all costs outlined by Hastings Museum & Art Gallery:

- Conservation work
- Special preparation including mounting, framing and glazing etc., if needed
- Security and catalogue photography of the objects
- External valuations, if needed
- Insurance premiums
- Packing cases
- Transport costs, export licence fees and any customs or agents fees
- Courier travel costs and subsistence.

### **Security**

The borrower must give information about security and fire precautions at its venue. All details of security precautions will be treated confidentially. Hastings Museum & Art Gallery may require other special protective measures in specific circumstances, for example alarmed display cases.

### **Environment**

All objects must be stored, housed or displayed in suitable stable environment avoiding direct sunlight and extreme of temperatures and humidity. We would also expect all areas to be monitored as part of the borrowing institution's integrated pest management programme. Hastings Museum & Art Gallery will work with the prospective borrower to find acceptable display conditions.

### Relative Humidity

Borrowers must maintain the objects within a relative humidity range of 35-55% with fluctuations of no more than 10% within these limits in any 24 hour period. These conditions must be maintained 95% of the time.

### Temperature

Borrowers must maintain the objects within a temperature range of 16-22 degrees with no more than 5 degrees variation within these limits in any 24 hour period. These conditions must be maintained 95% of the time.

### Lighting conditions

Light levels will be 50-300 lux depending on the light sensitivity of the object. Where some daylight and light source is present, levels will be based on the cumulative exposure will be considered. Ultraviolet (UV) levels must be below 15 microwatts per lumen. Daylight, fluorescent and other lamps which exceed this must be fitted with a suitable UV filter. A maximum of 75 microwatts per lumen is permissible for light permeant objects.

### Insurance

The Borrower must insure all objects, at valuations determined by the museum, against 'all-risks' and on a 'nail-to-nail' basis. Hastings Museum & Art Gallery reserves the right to revise the value of any object, especially for long term loans, to take into account changes in the market value of cultural artefacts.

A copy of the insurance terms and conditions must be sent to the Museum & Cultural Development Manager well in advance of the loan start date. Commercial insurance must cover all environmental factors, including but not limited to: moth, vermin, warping, shrinkage, extremes of heat/light, and terrorism in transit and in situ. The museum reserves the right to place insurance with an approved insurer, the cost of which must be met by the borrower.

### Condition Checking

Condition reports will be prepared by Hastings Museum & Art Gallery for all objects. These will be checked against the objects and agreed upon arrival at the borrowing institution, before packing at the end of the loan period and then again upon return to the museum.

Any changes to the condition of the object(s) during the loan period must be reported to Hastings Museum & Art Gallery immediately. If any changes occur to any object on loan the museum reserve the right the right to recall them.

### Handling and Installation

The installation of any objects may not take place while any areas of the exhibition are under construction. This is to ensure that objects are not affected by hazardous gasses, please allow time between construction work and installation. Hastings Museum & Art Gallery may expect any accompanying courier or staff member to assist in the installation of the object. The museum may determine special handling requirements for sensitive

materials. Labels or other identifying marks must not be removed. No mark in pencil, ink or paint should be applied to the object.

#### Acknowledgement

Acknowledgement must be made to Hastings Museum & Art Gallery and Hastings Borough Council in any exhibition captions, graphics, publicity and catalogues. The appropriate credit line should be used 'Hastings Museum & Art Gallery, Hastings Borough Council'.

#### Image reproduction

All image requests should be made to Hastings Museum & Art Gallery, please contact the museum directly with details of any photographic requirements. The loan objects may be photographed by the borrowing institution for internal use for documenting the installation, exhibition and loans. Borrowers are advised to inform Hastings Museum & Art Gallery on their intention to include the loan in any catalogues.