

## Hastings Borough Council

### HASTINGS MUSEUM & ART GALLERY AND HASTINGS OLD TOWN HALL MUSEUM

#### LOAN POLICY

**Adopted: 2008**

**To be reviewed: 2013**

#### **1.0 Introduction**

- 1.1 This policy covers all loans of objects for exhibition both outgoing from and incoming to the Hastings Museum and Art Gallery and Old Town Hall Museum, for any duration. It covers the entire range of loans from single objects to travelling exhibitions. It also includes items placed on loan prior to a purchase, gift or bequest. It does not apply to loans of objects for conservation purposes, or to Education Loan Boxes.

#### **2.0 Principles**

- 2.1 Hastings Museum and Art Gallery and Old Town Hall Museum make and receive loans for the following reasons:
- To make the collections more widely accessible, both physically and intellectually.
  - To enhance the reputation of Hastings Museum and Art Gallery and Old Town Hall Museum and their good standing locally, nationally and internationally.
  - To further knowledge, understanding and scholarship relating to the specimens in its care.
  - To increase co-operation with other museums and galleries by the exchange of materials and exhibitions.
- 2.2 The Museum endorses the general principles laid down by the Museum Association's 'Code of Ethics for Museums', and the MLA Accreditation Scheme Guidelines as they apply to loans.
- 2.3 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.
- 2.4 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.
- 2.5 The Museum has a general presumption against accepting long-term loans. If at all possible the lender should be encouraged to donate the item in question. It is recognised that the term 'permanent loan' has no legal meaning.

- 2.6 Where permanent loans already exist as part of the Museum's system, every effort should be made to trace the owners and convert the agreement into a fixed-term loan or gift.
- 2.7 A loan must be for a finite period, although there can be an option for renewal at the end of the loan period.

### **3.0 Guidelines**

#### **Loans Out**

- 3.1 The Museum will give careful consideration to any request to lend material from its collection for temporary displays elsewhere. All such requests should be made in writing to the Curator with full details of the proposal.
- 3.2 The borrower will be expected to demonstrate that appropriate transport, security, conservation care and display conditions can be met.
- 3.3 The Museum will only lend an accessioned item from its collections if that item has been properly insured or an indemnity undertaking has been given.
- 3.4 The Museum will only lend an accessioned item from its collections if the Curator is satisfied that the use of the loan is suitable and proper.
- 3.5 The Museum will only lend an accessioned item from its collections if the Curator is satisfied that the physical condition of the item will not be significantly adversely affected and that the security arrangements are appropriate.
- 3.6 The Museum will only lend an accessioned item from its collections if the request does not conflict with the Museum's own display plans or detract from the intellectual coherence of an existing display.
- 3.7 The Museum will normally expect all costs associated with an outgoing loan to be met by the borrowing museum or organisation concerned.
- 3.8 For any items that present certain risks associated with the loan, the Museum may wish to send a courier who will be responsible for supervising handling, installation and de-installation. The courier, as the Museum's official representative, has the right to withdraw items from display where the stipulated requirements have not been met.
- 3.9 If the borrower wishes to take photographs or make other reproductions of the loaned item for commercial purposes, the borrower must first have written permission from the Museum to do so. A fee may be payable.
- 3.10 The Museum will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the Museum's collections management systems.

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- 3.11 The Museum agrees to abide by the loaning institution's conditions.

- 3.12 The Museum will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the Museum's collections management systems.
- 3.13 The condition of all loan material will be checked on departure and arrival by the Museum's own staff.
- 3.14 The Museum will verify the ownership of all incoming loans to ensure that the current owner is legitimately able to lend the items.

#### **4.0 Approval**

- 4.1 The signatories to any loan agreement will be the Curator, Assistant Curator or Exhibitions Officer.

#### **5.0 Review**

- 5.1 This policy is subject to review every five years. The next date for review is June 2013. The policy may be reviewed at an earlier date if necessary.