

**Agenda Item: 8**

**Report to:** Museum Committee

**Date:** 9 June 2008

**Report from:** Museum Curator

**Title of report:** **LOAN POLICY**

**Purpose of report:** To review the Museum's Loan Policy

**Recommendations:** **The report is for noting**

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## 1.0 Background

- 1.1 A loan policy is a requirement of the Museums Libraries and Archives Council Accreditation scheme to which the two Council Museums have signed up.
- 1.2 The rationale behind the policy is that Museums need to manage and document the processes of borrowing and lending objects to other institutions in a consistent and efficient manner.
- 1.3 Loans should be for a specific period of time and purpose, normally display, but including research, education or photography.
- 1.4 A policy should be in place to record decisions made on categories of object and borrowers, conditions of loan, minimum and maximum length of loan period, insurance and security.
- 1.5 Documenting loans in and out of the Museum is a primary procedure required for Museum Accreditation. It enables:
  - The Museum to account for all items which are part of its permanent collection, even if they are currently elsewhere.
  - The Museum to account for all items currently in its care, even if those items are not part of the permanent collection.
  - The Museum to ensure that items on loan to other museums are cared for to agreed standards.
  - The Museum to ensure that borrowed items are cared for to agreed standards
- 1.6 A copy of the proposed loan policy is attached

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### Policy implications

Equalities & Community Cohesiveness	<input type="checkbox"/>
Crime and Fear of Crime (Section 17)	<input type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>
Environmental issues	<input type="checkbox"/>
Economic / Financial implications	<input type="checkbox"/>
Human Rights Act	<input type="checkbox"/>
Organisational Consequences	<input type="checkbox"/>

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