



Cotswold Museum Service Loans Policy

Loans from the Museum Collections

Loans Policy

1. Who we are

The Museum holds large and internationally significant collections of archaeology, social and rural history. It operates two major sites: the Corinium Museum in Cirencester and the Resource Centre (reserve collections store) at Northleach, ten miles north of Cirencester. The Service also runs a Visitor Information Centre at the Corinium Museum.

2. Why we lend

The Museum actively encourages loans from its collections to exhibitions which meet the intent of its statement of purpose to “interpret collections from the Cotswold District for public engagement”. We support loans which enable our collections to be seen by a wider audience than visitors, to promote our work and increase understanding of the history of the Cotswolds. We also acknowledge the value of research as part of the exhibition process and the importance of placing objects on loan in various locations to complement permanent displays and historical contexts.

3. Who can borrow

The Museum will lend to museums and art galleries; libraries and archives; educational institutions; public and charitable bodies; and commercial organisations for appropriate purposes. Finally, if there is demonstrable public benefit in doing so, we may consider lending to any venue that provides public access and is able to meet our conditions.

4. What we lend

We will consider lending objects from all our collections unless there are legal or ethical issues that prevent us. Human remains are subject to the considerations outlined further below.

The number of objects for a loan will be subject to approval by the museum, this is because the museum must balance the work involved in these loans with its own program of activities.

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. This document also explains how to apply to borrow objects and the approvals procedure.

5. Human Remains

It is Museum policy to treat human remains with the utmost respect and dignity. In exceptional cases the Museum may lend human remains from its collections for research purposes or display. In either case the Museum would expect the borrowing institution to adhere to guidance laid out in the following documents:

- *Corinium Museums Humans Remains Policy* (Corinium Museum. 2017)

- *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* (The Church of England/English Heritage 2005).

6. Period of loan

The Museum offers loans of up to a maximum of five years. This is the maximum period of loan with the option to renew thereafter, subject to a review of the loan.

Light sensitive or vulnerable objects may only be available for shorter periods.

Loans of more than one year duration will be reviewed annually by the Museum staff. The Museum will issue a condition form to the borrower annually.

7. Period of notice

The Museum requires 8 weeks' notice for new loan requests. This is so that the collections team can schedule the administration and object preparation into the Museum's other work program.

8. How to request a loan

The collections team welcome early discussions and are happy to advise about the selection and availability of objects for loan. Many objects from our collections can be viewed on the Museum's website or you can contact the collections team through the contact form on the website.

9. Formal request

After preliminary discussions, a formal request for loans should be made in writing to the Collections Development Officer at the Museum. Please include the following information:

- Title of the exhibition or permanent display;
- Exhibition venue(s) and dates;
- Name, address and contact details of the exhibition organiser;
- Name, address and contact at each venue, if applicable;
- Scope of the exhibition;
- List of objects requested, quoting the Museum accession numbers;
- Reasons for using the Museum objects.

10 Approval of loans

All loan requests and renewals are considered on their own merit by the Museum's Collections Team and approved by the Director.

11. Why a loan might be refused

The Museum strives to remove all potential barriers to a loan. There may be some occasions however when loans may be refused. We will always explain the reasons behind our decision, which might include:

- The object is fragile, in a poor or unstable condition, unable to travel or made of hazardous material;
- Due diligence and legal issues may prevent the loan;
- 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;
- The loan is not cost effective for the Museum;
- 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;
- The Museum is at capacity for making loans during the period in question.

12. The Loan Agreement

Once the venue and object assessments have been completed and all the arrangements have been agreed, the Collections Team will prepare a formal Loan Agreement setting out the responsibilities and obligations of the Borrower. The Loan Agreement must be signed by both parties and returned to the Museum prior to the despatch of the loans.

Conditions of Loan

The general conditions of loan are listed below. These may be supplemented by special conditions in certain circumstances.

1. Borrower's General Covenants

The Borrower covenants, warrants and agrees that:

- It shall take all reasonable steps to keep the objects in the same state of repair and condition as received.
- It shall not carry out any restoration, cleaning, conservation or other work to the objects unless directed to do so by the Museum or with the Museum's prior written agreement.
- It shall not sell, assign, let, pledge, charge or otherwise encumber the objects or any interests therein.
- It shall immediately notify the Museum by telephone, and in writing, of any loss, theft or damage to any of the objects and of any damage to display cases, enclosures or supports.
- It shall give reasonable access by Museum staff to the loan objects at any time during the loan period, provided reasonable notice is given.

2. Costs

The Museum does not charge administration or loan fees.

Borrowers will be responsible for the following costs as specified by the Museum:

- Special preparation (eg mounting, back-boarding, framing and glazing of prints and paintings, materials testing, display supports, mannequins);
- External valuations, if needed;
- External conservation work;
- Insurance premiums;
- Packing cases;
- Transport costs, export licence fees and any customs or agents fees;
- Courier travel costs and subsistence.
- Cost incurred as a result of damage or change of circumstances that affect material on loan

In exceptional circumstances the Museum may levy other charges on the

Borrower, if there are strategic reasons to deliver a loan but it exceeds our resource capacity.

The Museum will provide the Borrower with a template of costs at the beginning of the loan process for budgeting purposes.

3. Insurance and Government Indemnity

Borrowers must provide adequate insurance or indemnity for all material whilst on loan from the Museum, including whilst in transit. Borrowers may arrange for a valuation of material to be loaned, for insurance purposes, at their own expense.

4. Facilities

In order for the Museum to obtain information about the borrowing venue's access, security, storage, display, environment, handling etc., the Borrower will be required to complete:

- UK Registrars Group Standard Facilities Report;
- UK Registrars Group Standard Security Supplement
- UK Registrars Group Standard Display Case Supplement

5. Security

The Borrower must give information about security and fire precautions at its venue to the satisfaction of the Museum.

Venues must be fitted with fire detection/prevention and intruder alarm systems.

During installation and de-installation only those individuals directly involved in the preparation of the Exhibition should be admitted into the Exhibition space and preparation areas.

The Museum may require other special protective measures in specific circumstances, for example, case alarms.

6. Display

Methods of display and display materials must be agreed in advance.

7. Environmental conditions and monitoring

All objects must be stored, housed or displayed in a suitably stable environment avoiding direct sunlight and extremes of temperature and relative humidity. We would also expect all areas to be monitored as part of the borrowing organisation's integrated pest management programme.

8. Condition checking

Condition reports will be prepared by the Museum for all objects. These will be checked against the objects and agreed upon arrival at the Borrowing Venue, at the end of the loan period and during annual checks.

Any apparent changes to the condition of the objects during the loan period must be reported to the Museum immediately.

9. Handling and installation

Objects must only be handled by authorised personnel, except in an emergency.

Display cases must not be opened and objects moved without prior permission, except in an emergency. In this event, the Museum must be informed immediately.

10. Packing and transport

The Museum will pack objects ready for transit.

Transport arrangements must be agreed with the Collections Team prior to agreement of the loan.

11. Acknowledgement

An acknowledgement to the Museum must be given in all exhibition labels and catalogue entries for the objects. Two copies of any published catalogue which include entries for the objects must be provided.

12. Photography and Reproduction

Photographs or other reproductions of objects must not be made by the borrower or other bodies or persons without the prior permission of the Museum.

The Museum reserves the right to charge a supply fee for images of loan objects to cover administration costs.

13. Press and PR

The Borrower should inform the Museum of any events or publicity associated with the loan of a Museum object.

14. Right to withdraw

The Museum reserves the right to withdraw objects from an agreed loan list, or to recall objects on loan at any time if in the reasonable opinion of the Museum the Borrower and/or the Borrowing Venue(s) have not complied with the Museum's Loan Conditions.

15. Who to contact

For access to our collections online, please visit:

coriniummuseum.org/collections

Any queries relating to the loans should be addressed to:

Collections Assistant

Corinium Museum
Park Street
Cirencester
GL7 2BX

Email: coriniummuseum@slm-ltd.co.uk

Tel: 01285 655611