

Foyle Special Collections Library

The loan of items for public exhibition: conditions and guidelines

Introduction

The Foyle Special Collections Library welcomes requests from institutions to borrow items for public exhibition, both in the UK and abroad. Requesting institutions are advised to consult the following document before submitting a request so as to ensure that they can meet our conditions for loan in full.

1. How to request a loan

Loans of material will only be made to an institution, not to an individual.

Requesting institutions are asked to submit requests for loans in writing at least **six months** before the proposed opening date of the exhibition.

The request should contain the following information:

- Name, address, telephone and fax numbers of the requesting institution
- Name, position and contact details of the senior member of staff making the loan request
- Title and running dates of the proposed exhibition
- Full details of the item requested, including, in the case of bound volumes, the exact opening or page numbers to be displayed
- Further details of the exhibition, including the reasons for including the requested item.

Upon receipt of the request, we will examine the item to ascertain if its physical condition is such that it can be displayed without placing its long-term preservation at risk. We will also take into consideration any specific planned usage of the item (for example, in teaching or in our own exhibition programme) which the loan would prevent.

If the item is physically suitable for exhibition and if no specific usage of it has been planned for the period of the proposed exhibition, we will advise the requesting institution that we are happy to approve the loan in principle, subject to the

requesting institution satisfying our **conditions of loan** and submitting a satisfactory **facility report**.

2. **Conditions of loan**

In order for its loan request to be approved, the requesting institution must agree to abide by the following **conditions of loan**:

- The requesting institution undertakes to pay all expenses incurred in planning for and making the loan, including:
 - photography
 - conservation (if necessary)
 - preparation and packing
 - transport
 - courier expenses
 - mounts and other display supports
 - valuation
 - insurance

- If none exists already, a photographic reproduction of the item will be made by the Foyle Special Collections Library before the loan is made. The cost of this will be met by the requesting institution

- The item will be transported between the Foyle Special Collections Library and the requesting institution by the most direct route. One or more members of the Foyle Special Collections Library staff will courier the item. If transport is by rail, the courier(s) will travel first class. If transport is by air, the courier(s) will travel business class. In the case of large items it may be necessary to book an additional adjacent seat on which the item can be safely placed

- Upon arrival at the exhibition venue, the courier(s) will attend the unpacking, physical examination and installation of the item. Once installation is complete the display case will be locked and will remain locked until the courier(s) return to retrieve the item

- The requesting institution will obtain the prior permission of the Foyle Special Collections Library before taking any photographs of the item. A representative of the Foyle Special Collections Library should be present when photographs are taken

- The source of the loan ('King's College London, Foyle Special Collections Library') will be acknowledged in full both on the exhibition label for the item and in the exhibition catalogue. In the case of items from deposited collections a further credit may be specified; the Foyle Special Collections Library will advise the requesting institution of the form of words required

- One complimentary copy of the exhibition catalogue will be sent to the Foyle Special Collections Library
- The Foyle Special Collections Library reserves the right to refuse the loan and withdraw the item without notice
- If overnight accommodation is required for the courier(s) this will be booked and paid for by the requesting institution. The requesting institution will also pay the courier(s)' necessary subsistence expenses
- The requesting institution will arrange and pay for insurance of the item against loss or damage for the period of the loan in accordance with the Foyle Special Collections Library's valuation and will provide a certificate of insurance prior to the loan being made. In the case of a touring exhibition a single insurance policy covering all journey and exhibition venues must be arranged
- The requesting institution will provide the Foyle Special Collections Library with full details of the facility and conditions in which the item will be exhibited and will inform the Foyle Special Collections Library of any changes without delay. If the item is lost or damaged in any way the requesting institution must inform the Foyle Special Collections Library immediately
- If the exhibition is cancelled all reasonable costs incurred will be met by the requesting institution
- A copy of these conditions must be signed by the senior member of staff in the requesting institution responsible for loans before the loan can be approved.

3. Facility report

The requesting institution must also submit a satisfactory **facility report**. This report should give full details of the exhibition venue and its security and preservation arrangements. The report helps us to decide whether or not the requesting institution's exhibition facilities meet our requirements.

We prefer to receive facility reports which follow the templates supplied by the UK Registrars Group:

www.ukregistrarsgroup.org/wp-content/uploads/2013/06/UKRG-Facilities-report.pdf

www.ukregistrarsgroup.org/wp-content/uploads/2013/06/UKRG-Display-case-supplement.pdf

If the requesting institution provides a facility report which does not follow these templates, it must nevertheless ensure that the report includes full details of the following aspects of the exhibition venue:

- The security of the building and of the exhibition gallery. Photographs or drawings of the gallery should be supplied and a copy of the regulations for gallery visitors provided, if available
- The security of the exhibition display cases
- The fire prevention, detection and suppression measures in place
- The design, materials and construction of the exhibition display cases. Photographs of the cases should be supplied
- The environmental conditions of the display area, including temperature, relative humidity, UV radiation and visible light levels, together with details of any environmental control measures in place. It is highly desirable that environmental conditions fall within the parameters recommended by British Standard PD 5454:2012. Copies of charts showing recent environmental readings in the display area for a period equivalent to the proposed loan should be provided if possible
- The methods and materials of support to be used in displaying the item
- The existence and currency of the institutional disaster control plan.

The Foyle Special Collections Library may wish to ask for further details of any aspect of the facility report.

4. Approving the loan

If the **facility report** is satisfactory and the requesting institution agrees to abide by the **conditions of loan** the loan can be approved. A **loan agreement**, which includes the **conditions of loan**, is drawn up and signed by both parties. This should be done at least **two months** before the date of the loan.

5. After the loan

Once the exhibition has finished the courier(s) will retrieve the item from the borrowing institution, at a date and time to be agreed upon, and return it to the Foyle Special Collections Library. The item will be carefully examined to make sure that no damage has occurred. The borrowing institution will be liable for any damage that the item has sustained during the period of the loan.

Any dispute arising from the loan shall be determined in an English court of law.

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