



**Royal Pavilion & Museums Trust**

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Loans Policy 2020**

**Agreed: 2020**

**To be reviewed: 2021**

## **1 Introduction**

The mission of the Royal Pavilion & Museums Trust' (RPMT) is to preserve the past to inform the present.

RPMT engages in outgoing and incoming loans within the remit set out in this Loans Policy document, in line with our current Business Plan. The aims of our 2018-22 Business Plan are:

- Be more strategic in caring for and developing our natural, scientific and cultural resources for present and future generations.
- Develop a distinctive offer at each of our five sites and online to support learning, creativity and well-being
- Actively engage more people in understanding, developing and / or interpreting our shared collections, including a focus on children and young people
- Build a co-operative, sustainable and resilient organisation that supports the wider cultural sector
- Ensure the organisation and its work reflects the diverse culture of contemporary society

RPMT welcomes requests to borrow its items for inclusion in exhibitions or other use at other venues recognising this as an important way of facilitating access to its collections, reaching new audiences and inspiring learning and enjoyment.

This policy covers all loans of objects both outgoing and incoming to RPMT. It also applies to movement of objects out of the RPMT for conservation or study purposes.

It does not cover the Booth Museum School Loans Service.

Associated terms and conditions and agreements are placed in the Loans –in and Loans-out contracts (X:\4 Collections Management\Loans\Loan forms) and ensure that loans follow SPECTRUM standards and best practice, and they are integral to RPMT's Collections Documentation and Information Policy 2018, and RPMT's Collections Management & Documentation Procedure Manual 2018.

## **2 Principles**

RPMT will not lend to any exhibition which includes objects known or reputed to have been stolen, illegally exported or illegally excavated.

RPMT will not accept on loan any object where they have good cause to believe:

- that the current holder does not hold legitimate title to the object;
- that the object was stolen, illegally imported, exported or excavated.

RPMT will regularly review its long term loans in and out.

### 3 Loans In

The reasons why objects may be borrowed include (but are not limited to):

- Temporary exhibition or long-term display at Royal Pavilion & Museums Trust
- Exhibition as part of a touring show developed by Royal Pavilion & Museums Trust
- Education
- Research

The relevant Collections or Programming staff member/s will:

- be responsible for the administration and documentation of loans, and in accordance with RPMT's Documentation Policy and procedure;
- discuss the loan conditions with Collections Care and Security colleagues to ensure appropriate conditions can be met before the loan is agreed;

RPMT will:

- **arrange insurance via Brighton & Hove City Council Insurance Section** or Government indemnity for the sum specified by the lender during the loan period;
- undertake to care for the objects on loan to it in the same way as it cares for the objects it owns, fulfilling the responsibilities of an Accredited museum service. This includes appropriate levels of documentation and physical care of the objects;
- only undertake remedial conservation by prior agreement with the lender.

Long-term loans (up to three years) may need to be checked and assessed by the relevant Collections or Programming staff member/s and a Conservator before the loan is agreed.

Only in very exceptional cases will RPMT accept long-term loans for non-display purposes.

All loans-in must be agreed by the Head of Royal Pavilion & Museums Trust and the RPMT Collections Loan Panel which meets every six weeks.

### 4 Loans Out

#### Loan requests

RPMT makes loans for many reasons, which may include (but are not limited to):

- to make its collections accessible to new and diverse audiences around the UK and the world;
- to further knowledge and scholarship relating to the objects in its care;
- to enhance the reputation of the RPMT and increase national and international co-operation.

Requests must be made in writing to the 'Director of RPMT' at least six months in advance of the proposed loan. The loan request must state the total number of tour venues and dates to which objects will travel during the period of the loan, if relevant.

If the request is to carry out research on Human Remains, an Access to Human Remains application form will also need to be submitted).

Requests are considered by the RPMT Loans Panel which meets every six weeks, and include (but are not limited to):

- Learning and Research loans
- Exhibition loans (including touring exhibitions)
- Long-term 'partnership' loans
- Outreach

RPMT will consider all requests to borrow objects from its collections on a case-by-case basis. This includes loans to venues that are not UK Accredited or Registered museums and galleries (or a recognised overseas equivalent).

The decision on whether or not to approve a loan will depend on the overall public benefit of the loan weighed against the risk to the objects requested and/or the risk to the reputation of RPMT. The decision will take into account RPMT's existing commitments, the reasonable expectations of its visitors and other regular audiences, the rarity and significance of the object in question, and the safety of transporting the requested objects, as well as collections care and security at the borrowing venue.

Loans out will only proceed where the Borrower is able to accept RPMT's Terms and Conditions for loans. The loan will cease immediately if these are breached.

There is no limit on the number of objects that may be requested, however, the borrower should be aware that the practicalities of preparing a large number of objects for loan may mean that the request cannot be fully filled or may incur additional costs.

The maximum length of a loan is up to **five years** but will be at the discretion of RPMT's Loans Panel.

As RPMT is actively encouraging more public contact with objects from its collections there is no limit on the number of venues which can be included within a loan request. However, the fragility or existing display scheduling of the objects included in the loan may mean that permission cannot be given for all objects to travel to all venues.

The Borrower will be responsible for all customs and export documentation for loans abroad.

RPMT asks Borrowers to be mindful of its Sustainability Policy in undertaking its loan (such as the re-use and recycling of packing and crates).

**Costs to be met by the borrower**

The Borrower will usually be responsible for all costs in connection with the loan. RPMT will consider bearing part or total costs of a loan which it feels is of strong public benefit in accordance with the aims and objectives of those initiatives.

These costs may include conservation, mounting and framing, the preparation of the condition report/s, documentation and research, packing, courier expenses, transport, photography, insurance and security and indemnifying RPMT against any loss of, damage to, or deterioration in the condition of the objects. Some loans, notably those to overseas venues, may incur an administrative charge.

**Facilities reports**

RPMT will usually request a full facilities report from the Borrower prior to objects being lent but this will be assessed on a case by case basis and take account of the object's significance and use.

RPMT's Collections and Conservation staff will specify environmental conditions for each loan and may request regular reports on the temperature, humidity and pest monitoring at the premises during the period of the loan.