



culture
team

Conditions of Loan

CONDITIONS OF LOAN

These conditions of loan relate to all accessioned objects which are borrowed from Bristol Museums & Art Gallery. Among these are collections that have been Designated by the Museums, Libraries and Archives Council for their outstanding quality. Bristol Museums & Art Gallery consists of the Bristol Museum and Art Gallery, M Shed, Blaise Castle House Museum, Red Lodge and Georgian House.

The Museum supports an active loans policy to provide increased access to its collections. This policy aims to achieve a balance between wider access to its collections, the care and security of the objects and their preservation for future generations, and the need to maintain displays across the Bristol Museums & Art Gallery Service.

Many requests are received to borrow objects. The Museum endeavours to deal with all requests fairly and ensure a balance between loans to national and regional institutions. However, in some years an excess of loan requests is received and it is regretted that some must be refused because of existing commitments to lend and the Museum's own in-house programme of exhibitions and displays. Loan requests are therefore subject to a formal approval procedure.

In exceptional circumstances, particularly with regard to loans made for research purposes, the curator may waive some loan conditions. These may be discussed at the beginning of loan negotiations and will always be agreed in writing in the loan agreement prior to the commencement of the loan.

1. GENERAL

1.1 A formal application for each loan must be made in writing at least **nine months in advance for UK & overseas loans. Requests totalling more than six objects require at least 1 years notice and may be subject to extra fees.** The loan application must come from the borrowing institution which will be responsible for the care and security of the loan and not from a private individual. The following information should be included:

- Title of exhibition (if applicable)
- Borrower's venue and dates of exhibition
- Borrower's name, address and contact details
- List of objects requested, where possible quoting museum numbers
- Reason for inclusion of chosen objects

1.2 An up-to-date facilities report (preferably the UK Registrars' Group Standard Facility Report) and environmental charts showing temperature

- and relative humidity for the exhibition space (made at a similar time of year to the proposed exhibition) should be included with the request.
- 1.3 On receipt of a loan application the object/s will be examined by the relevant Conservator at Bristol Museums & Art Gallery. It is regretted that a loan may have to be refused for conservation reasons if it is too fragile to travel.
 - 1.4 If a loan is approved, a formal Loan Agreement will be drawn up and signed by Bristol Museums & Art Gallery, as the Lender, and by the Borrower. This Loan Agreement may stipulate additional requirements for the care of the object in addition to those contained within these conditions of loan.
 - 1.5 Bristol Museums & Art Gallery includes four site museums where displays are maintained to the same standard as the main site. If an object is requested which is a prime exhibit displayed at a site museum, and no suitable substitute can be found from the reserve collections, then a loan may be refused.
 - 1.6 Under no circumstances may the Borrower transfer the loan to any other person or organisation unless instructed in writing by Bristol Museums & Art Gallery. Neither may loans be displayed or stored at any other premises than as stated on the Loan Agreement.
 - 1.7 Bristol Museums & Art Gallery reserve the right to inspect security and environmental conditions at the Borrower's premises at any time before or during the loan period. In the case of long-term loans, periodic inspections may be made at the borrower's expense.
 - 1.8 Bristol Museums & Art Gallery reserve the right to recall or cancel the loan at any time but will not normally do so unless the Borrower has failed to comply with the conditions of loan.

2. COSTS

- 2.1 Borrowers are required to pay for direct loan costs. This includes insurance, condition report, conservation if required, travelling crates and transport, framing, glazing, mounting and other materials used in preparing the object for loan. A guide for loans charges can be seen below.
The Borrower must also pay for the travelling expenses, accommodation and subsistence of couriers from Bristol Museums & Art Gallery on the occasions that they are required.

Borrowers are charged a proportion of the administration costs of the loan and Bristol Museums and Art Gallery bear some of the administration costs and all of the curatorial costs of loan preparation. An estimate of charges will be provided to the borrower if the loan is approved in principle.

Indicative loans costs:

Item	Charge plus VAT
Conservation time	£60 per hour
Admin fee for foreign loans	£350
Admin fee for domestic loans of 6 objects or more	£250

- 2.2 If a loan requested is displayed in a site museum, or which is on long-term loan to another institution, all associated transport and packing costs must be paid by the Borrower. This may also include the costs of preparing a substitute for display at the said site museum.
- 2.3 If the Borrower requests an object which requires conservation work, and Bristol Museums & Art Gallery is unable to provide the time required for its own conservators to undertake this, then Bristol Museums & Art Gallery may consider appointing a freelance Accredited Conservator to undertake the work at the Borrower's expense. Bristol Museums & Art Gallery will appoint the Accredited Conservator and supervise the work. Bristol Museums & Art Gallery's decision on the choice of Accredited Conservator and extent of the work to be undertaken is final. All associated transport, packing and courier costs must be paid by the Borrower.
- 2.4 If a loan is cancelled by the Borrower or the Borrower fails to comply with the conditions of loan then the Borrower will be liable for any costs already incurred in the preparation of the loan.

3. ENVIRONMENTAL AND CONSERVATION REQUIREMENTS

- 3.1 The Borrower is required to provide constant protection and monitoring of the loan from the hazards of fire and flood, exposure to excessive light levels and harmful substances, extremes of temperature and relative humidity, insect attack and pollution.
- 3.2 In general, daylight and fluorescent lighting must be filtered with a suitable UV absorbing material so the UV radiation is below 75 microwatts per lumen. At no point should the loan object be exposed to direct sunlight.

The following range of lux levels apply. However, specific light levels will be supplied for each object in the Loan Agreement.

Highly Sensitive 50 - 75 lux

Works of art on paper
Photographs
Textiles
Lacquer
Most ethnographic objects

Sensitive 50 - 200 lux

Furniture
Paintings
Plastics

Lights, excepting the minimum required for security purposes, should be switched off when the exhibition is closed to the public.

- 3.3 A stable climate will be required for all loans. Specific requirements will be listed in the Loan Agreement but usually relative humidity levels between 45% and 60% RH should not vary by more than 10% in any 24 hour period or by more than 15% during the course of the loan. Temperature should be a minimum of 15 degrees Celsius and a maximum of 25 degrees Celsius. Temperature should not vary by more than 3 degrees Celsius in any 24 hour period. If any unusual circumstances occur the Borrower must notify the relevant Curator, Conservator or the Registrar at Bristol Museums & Art Gallery.
- 3.4 In areas of heavy atmospheric pollution, active measures must be taken to exclude or reduce levels of chemical and particulate pollution. A high standard of dust filtration is required when mechanical ventilation is employed.
- 3.5 Temperature and humidity controls, if present, should operate and be monitored 24 hours per day throughout the period of loan.
- 3.6 Loans must never be placed in close proximity to sources of heat or to cold or strong air-currents. For example, they must not be placed near radiators or where there is heat from lighting units.
- 3.7 Loans must only be handled by fully trained staff experienced in the care, movement and display of Museum objects. Gloves should be worn where appropriate.

- 3.8 Installation may not take place while areas of the exhibition are under construction. Seventy-two hours must be allowed to pass before installation after any painting, varnishing or gluing of the exhibition area (e.g. walls, case exteriors) has taken place to ensure that hazardous fumes do not affect objects. If an object is to be displayed in a case, the interior of the case must not be painted or varnished unless a minimum of three weeks has elapsed before the object is installed. Oil based paints should not be used.
- 3.9 Smoking must not be permitted in any circumstances. Food and Drink must not be allowed in the area containing loaned material unless, in exceptional circumstances, it has been agreed in writing with Bristol Museums & Art Gallery.
- 3.10 Unglazed paintings, fragile or sensitive material not installed in a display case must be protected behind suitable barriers during the exhibition period. Details of the method of display must be agreed in writing with Bristol Museums & Art Gallery well in advance of the loan.
- 3.11 At no time must the loan be removed from display, unframed, conserved, dismantled, dusted, cleaned or otherwise interfered with in any way except with prior written permission from the relevant Curator or Conservator or the Registrar at Bristol Museums & Art Gallery. Where permission has been given, cleaning of glass or Perspex protecting paintings and works on paper must be undertaken only by curatorial or conservation staff using appropriate materials.
- 3.12 No intrusive or destructive analysis may be carried out on loans without prior written permission from the relevant Curator responsible for the object at Bristol Museums & Art Gallery.
- 3.13 The Borrower must report any evident change in the condition of the loan immediately to the relevant Curator or Conservator or the Registrar at Bristol Museums & Art Gallery.

4. SECURITY

- 4.1 The Borrower must provide a description of their intruder-detection alarm systems and fire-detection alarm systems. The alarm systems should be connected by a monitored signalling device to an alarm receiving centre or the emergency services or be monitored at all times by the Borrower's security personnel. The systems must be maintained in good working condition.

- 4.2 The gallery in which the object will be displayed must be patrolled at regular intervals during opening hours. Constant invigilation may be required for especially vulnerable objects.
- 4.3 Wall mounted objects should be fixed securely to the wall using a standard method agreed in advance between Bristol Museums & Art Gallery and the Borrower. Small paintings should be attached with four mirror plates and security screws. Any additional protective measures stipulated by Bristol Museums & Art Gallery must be provided by the Borrower.
- 4.4 If the objects are installed in a display case, the case must not be opened or the object(s) moved after installation has taken place, except with the express permission of the Curator or Registrar at Bristol Museums & Art Gallery or in an emergency.
- 4.5 The Borrower must inform the relevant Curator or the Registrar at Bristol Museums & Art Gallery immediately of any breach of security. When objects are not on public display, details of their secure storage must be provided in writing prior to the commencement of the loan.

5. INSURANCE

- 5.1 The Borrower must insure or provide an appropriate Government Indemnity for the object/s which is acceptable to Bristol Museums & Art Gallery.
- 5.2 The insurance or indemnity must provide 'all risks' and 'nail to nail' cover. A single policy should be taken out to cover all journeys and all exhibition venues of a touring exhibition. The Borrower must submit evidence of the dates of cover and details of the insurance company/indemnity six weeks before the commencement of the loan.
- 5.3 A valuation for insurance or indemnity will be provided by Bristol Museums & Art Gallery. If the valuation is provided considerably in advance of the exhibition date, and market values change, Bristol Museums & Art Gallery reserve the right to increase the insurance value.
- 5.4 For long-term loans, Bristol Museums & Art Gallery reserve the right to increase the value at any time.

6. TRANSPORT AND PACKING

- 6.1 All transport arrangements must be approved at least six weeks in advance by the Registrar at Bristol Museums & Art Gallery. This should usually be a specialised transport agent. Bristol Museums & Art Gallery reserves the right to veto the Borrower's choice of transport agent and to specify the transport agent and conditions for the transport of the loan.
- 6.2 All paintings loaned must travel in an individual 'Tate-specification' crate, or equivalent, approved by the Conservator of Paintings at Bristol Museums & Art Gallery. Crates for objects must also be approved by Bristol Museums & Art Gallery Conservation staff. All crates for touring exhibitions must have captive bolts and those which have a venue abroad must also be painted. Soft-wrapping may be acceptable for works on paper in standard frames lent within Great Britain and packing will be specified by the Conservator of Paper at Bristol Museums & Art Gallery.
- 6.3 The transport agent must pack the object on-site at Bristol Museums & Art Gallery under the supervision of the relevant Curator or Conservator. Paintings and framed works on paper must be wrapped in polythene with all joints sealed before being placed in the case. Cases must be transported to Bristol in an air-conditioned vehicle, otherwise they must be delivered 24 hours in advance in order to acclimatise.
- 6.4 Loans travelling by road must be carried in a suitably equipped and secure vehicle which is sufficiently large to carry the case in its correct orientation, i.e. all paintings should be carried upright. For all except very short journeys (e.g. Bristol to Bath) vehicles should be climate-controlled and fitted with air-ride suspension. For particularly fragile objects, such as pastel drawings, air-ride suspension will be needed for all journeys. The loaded vehicle must never be left unattended and there should be two driver/handlers. A mobile telephone or radio communication should be available at all times.
- 6.5 Door-to-door transit is required. Overnight stops should be avoided but if they are essential the vehicle should be housed in a secure area, e.g. with a security company, the police or another museum, which has been agreed at least two weeks in advance with Bristol Museums & Art Gallery.
- 6.6 Customs procedures are the responsibility of the Borrower.
- 6.7 A timetable of installation should be agreed with the appropriate curator in advance of the loan. Normally, on arrival at the exhibition space the crate/soft wrapping should remain unpacked for 24 hours in order to acclimatize.

- 6.8 A condition report prepared by a Bristol Museums & Art Gallery Conservator will be packed with the object and should remain in the crate throughout the loan period. An appropriate member of staff at each venue should complete the form after a visual examination of the work on unpacking and packing. The report must be packed with the work on its return to Bristol.
- 6.9 All packing materials should be stored in the empty crate until repacking after the end of the exhibition. The object must be packed in exactly the same way as it was on arrival.
- 6.10 The Borrower should store the case in a suitable environment during the exhibition. It must be taken into the exhibition gallery to acclimatise for 24 hours before packing.
- 6.11 A courier who is the official representative of Bristol Museums & Art Gallery will sometimes be required to accompany the loan. The duty of the courier is to supervise all stages of transport, movement and handling of the loan in accordance with the conditions of loan.

7. PHOTOGRAPHY, REPRODUCTION AND FILMING

- 7.1 Loans may be reproduced free-of-charge in the exhibition catalogue, press and TV publicity for the exhibition, exhibition web-site and educational use. All such use should be in support of the exhibition and not for commercial use (i.e. not in merchandise which is for sale).
- 7.2 Images can be requested from the relevant Curator at Bristol Museums & Art Gallery and can take up to eight weeks to supply. Current charges can be provided upon request.
- 7.3 A copy of the catalogue and/or any related publication (whether or not the loan is illustrated) must be sent to the relevant Curator at Bristol Museums & Art Gallery.
- 7.4 Loans may be photographed or filmed on the Borrower's premises for press and TV publicity for the exhibition, exhibition web-site, educational use and record purposes on the following conditions:
- The object/s must not be moved or touched.
 - A responsible and experienced member of staff, preferably a curator or conservator, must supervise closely at all times.
 - Some photographic lamps generate considerable heat, including from the back of the unit. The supervisor must ensure they are switched off at all times except when they are being aimed or photography is in progress.

The supervisor must be extra vigilant with film crews and ensure lamps are on for a minimum period.

- Photographic lamps and other equipment must be placed so that, if they were to fall, they would not come in contact with the object/s. The minimum distance permitted is 2 metres.

7.5 The general public is permitted to photograph the object/s for their own use, and not for publication, with a hand-held camera and electronic flash. The Borrower should ensure that they do not cross barriers or otherwise endanger the object.

7.6 Photographs may not be reproduced for commercial use, e.g. as postcards, greetings cards, posters etc. without permission from the relevant Curator at Bristol Museums & Art Gallery. A fee may be payable.

8. CREDIT LINE

8.1 Bristol Museums & Art Gallery must be credited on the wall label and in the catalogue and related publications as '**Bristol Museums & Art Gallery**'.

8.2 The Borrower should endeavour to ensure that press publicity also credits Bristol Museums & Art Gallery if the loaned object is featured.

9. EMERGENCIES

9.1 The Borrower is expected to have a 'Disaster Plan' in operation and staff who are trained to implement it.

9.2 If a loan is damaged or stolen the Borrower must inform Bristol Museums & Art Gallery by telephone immediately. The Borrower must speak to the relevant Curator, Registrar or, in their absence, a member of Bristol Museums & Art Gallery Management Team and send a written report within 48 hours.

9.3 The Borrower must inform Bristol Museums & Art Gallery immediately of any breach of security, evident change in the condition of the loan, and of any unusual circumstances in the environmental control.