

Archives and Collections: Loan for Exhibition Policy

POLICY DETAILS:

Date of approval	November 2016
Approving body	Museum and Archive Committee
Supersedes	Loan for Exhibition Policy May2013
Date of EIA	
Date of next review	November 2019
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Responsible Executive Group area	Learning Resources
Related policies and documents	Access Policy Copyright and Terms and Conditions Reprographic Service Guide Copy Request Form Reproduction Request Form Group Bookings
Benchmarking	Museum Association Accreditation Scheme

LEARNING RESOURCES: POLICY ON COLLECTION LOANS FOR EXHIBITION.

This policy covers the holdings of the Archives and Collections Centre and the Special Collections held in the Library.

The Glasgow School of Art (GSA) is entrusted to providing the widest possible access to the collections held in its care. It is also committed to complying with national and international guidelines and codes of practice relating to the lending of all artworks including the Museum Association's *Code of Ethics* (2008) and *Smarter Loans/Effective Collections* (2012)

We will consider all loan requests reasonably and transparently. When assessing loan requests, we take into account the public or research benefit of the proposed loan, our ability to manage the loan, and the well-being of the object(s) requested. We aim to provide a reasonable response to all loan applications dependent on the resources available at the time.

GENERAL CONDITIONS

We will ensure that there are signed written agreements in place in advance of any loan. We will record information about the borrower and the purpose of the loan along with the specific conditions that attach to the loan. Any information collected during the loan application process will only be used and retained in connection with that application and in accordance with our current data protection and freedom of information policies.

Formal loan requests should be made in writing at the earliest opportunity and in the first instance, to the Head of Learning Resources. They will then be dealt with by the Curator, Archivist or Academic Liaison Librarian as appropriate. Requests should be received no less than 6 months before the exhibition is scheduled to open. Loans requested by private individuals are not normally considered.

The request should contain information outlining name and address of organiser and/or venue(s), dates, title and scope of exhibition, together with a full facilities report outlining environmental and security issues at all identified venues. Some requests may require an initial site visit being made to the exhibition venue(s) prior to a final decision being taken. Learning Resources staff consider all requests and make recommendations to the GSA's Museum and Archive Committee for consideration. It is usually possible to secure a decision within 3 months of submission. The decision of the Museum and Archive Committee is final.

The provision of GSA loans does not usually incur the payment of any 'hire fees'. However, GSA reserves the right to insist upon such a fee, proportionate to the size of exhibition, number of loans requested etc. if the exhibition is of a particularly commercial nature. Any exhibition fees would be set by the Museum and Archive Committee and any such income derived from these fees would be directed back into the care and maintenance of the GSA collections.

On occasions, some items might be considered for loan but only after a programme of conservation work has been identified and undertaken, with all costs incurred with preparing the loans to be met in full by the requesting institution.

EVALUATION OF LOAN ITEMS

The GSA must be satisfied that all exhibition loan requests meet the following criteria. These are that:

- loans should contribute to well thought through exhibition proposals that enhance the appreciation and understanding of the subject
- proposed exhibitions and displays should demonstrate a strong educational commitment that broadens knowledge/research of the subject
- proposed exhibitions and displays should assist the School in raising its national and international profile by engaging with new audiences

Certain items may be unsuitable for exhibition loans. The reasons behind such refusals might include, but are not limited to:

- items that are in a poor, physical condition and based on professional advice are deemed too fragile or unstable to transport/display
- items are required for display, study by GSA staff or students or for another educational purpose during the exhibition loan period
- venues/organisers that cannot safeguard the interests and reputation of GSA at all times

INSURANCE OF LOANS

Insurance for all exhibition loans must be all-risks, nail-to-nail (unless agreed otherwise) and the GSA must be satisfied that arrangements for insurance and/or indemnity cover are in place and that these insurance policies meet with the approval of the GSA's own insurers. A certificate of insurance or other valid document must be received by the GSA one week prior to any items being released.

TRANSPORTATION OF LOANS

The GSA requires transport provision of the highest standard and borrowing institutions are expected to use reputable fine art agents and carriers. Where possible the GSA will insist upon using its own preferred choice of Transport Company.

Depending on the nature of works requested, the GSA may insist upon items being escorted by a member of GSA staff, and almost always when works are loaned outside the UK. On occasions it may be acceptable for an experienced colleague from another reputable institution to escort work on behalf of the GSA.

LOAN AGREEMENT FORM

Borrowers are required to send an Exhibition loan agreement form which will allow the GSA to specify additional conditions. This will include the GSA's official credit line, individual insurance values, transportation provision and any specific display requirements.

LOAN PERIOD

The maximum initial loan period will not normally exceed 12 months or where touring exhibitions extend beyond 3 individual venues. On occasions, some long-term loans may be extended, at appropriate intervals to a maximum of five years. Extensions to all loan agreements beyond two years are at the discretion of the GSA Museum and Archive Committee.

COPYRIGHT

Host venues should adhere to copyright legislation and any other restrictions when dealing with copying and the reproduction of School material, and include, where appropriate, acknowledgements to the satisfaction of the GSA. The GSA normally waives reproduction fees for the use of its images in exhibition catalogues and other related literature but would usually demand, in lieu, one or more copies of available publications.

LEGISLATION

The GSA reserves the right to recall loans from institutions which have failed to meet stipulated loan condition, particularly where items have been damaged or have physically deteriorated since the start of the display. The GSA reserves the right to inspect and arrange conservation of such damage at the expense of the borrower. Costs associated with the premature recall of loans will also be met, in full, by the borrower.

DATE

Amended policy implemented May 2013 and subject to a 3-yearly review by the GSA's Museum and Archive Committee.