

**THE GLASGOW
SCHOOL OF ART**

**ARCHIVES & COLLECTIONS
GUIDELINES TO
SUPPORT BORROWING**

MARCH 2022

The Glasgow School of Art (GSA) lends items from its collections in order to increase access to its holdings, to promote the public benefit that can be derived from them, to increase knowledge and understanding and to support other museums and organisations.

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 artworks including the [Museum Association's Code of Ethics 2016](#) (PDF) and [Smarter Loans 2012](#) (PDF).

The process for requesting a loan is set out below.

Lending Policy

Our policy on lending is set out in the Loan for Exhibition Policy in the [policies and guides area of our website](#).

Requests to borrow

In the first instance we ask you to contact us by emailing archives@gsa.ac.uk to discuss your loan request. Formal requests should then be made by completing the Loan Request Form in the [policies and guides area of our website](#), and sending it by email to archives@gsa.ac.uk.

We will need to know:

About your venue and facilities (section 1. and 2. of Loan Request Form)

- We will need to know when and where the exhibition will take place, and if there are any access restrictions or charges.
- You will need to demonstrate that your venue has suitable environmental conditions (like temperature, relative humidity and lighting) for the materials on display and that appropriate safety and security measures will be put in place for the duration of the loan. We'll ask you to provide a [Facilities Report like the one issued by the UK Registrars Group](#) (PDF)
- We will also need you to ensure that appropriate insurance is in place to cover the exhibition and the transit of our objects to and from the venue.

What you'd like to borrow and why (section 3. of Loan Request Form)

- What object(s) you'd like to borrow and how they relate to the subject of the exhibition
- An overview of your exhibition or event, its scope and accessibility, any learning activities & engagement plans and your intended reach

What evaluation and feedback you will capture and share with GSA (section 4. of Loan Request Form)

We are keen to capture as much information as possible from the borrowing institution about the exhibition, in order to understand and assess:

- the reach and impact of our loans,
- how learning and research is captured and shared
- how equality of opportunity is supported

We will therefore ask what data you intend to capture and what you will be able to share and report back to GSA.

Need help selecting objects?

If you are not sure which object(s) you would like to borrow, you can seek advice from our team by emailing archives@gsa.ac.uk, or you can [search our online catalogue](#).

Timeframe

Requests for loans should be received no less than 6 months before your exhibition is scheduled. This allows time for GSA to properly assess the request. It is usually possible to secure a decision within three months of receiving your loan request.

Decision making process

The GSA will consider all loan requests reasonably and transparently and wishes to support a wide range of external exhibitions and activities. We therefore encourage you to contact us and discuss your plans at the earliest opportunity.

When all the data is gathered formally through the Loans Request Form and the Facilities Report, GSA Archives & Collections staff will consider your request and make recommendations to the GSA Board of Governors' Museum & Archive Committee which meets four times a year.

Consideration will be given to the following criteria when assessing the loan request:

- is the request received with adequate lead-in time?
- is the object(s) available for loan?
- is the object(s) suitable for loan (e.g. not too fragile, or not been on display in the recent past)?
- does your exhibition venue have suitable environmental and security systems in place to ensure the appropriate care of the object(s)?
- is your exhibition/event well thought through and will the loan object(s) enhance the appreciation and understanding of the subject?
- will your exhibition/event advance equality of opportunity and provide public access to the loan object(s)?
- will your exhibition/event have a strong educational element with the potential for knowledge generation and legacy?
- will your exhibition/event assist in raising the national and international profile of the GSA by engaging new audiences?
- will you measure and evaluate the outcomes and learning from your exhibition/event and share your findings with GSA?

The decision of the Museum & Archives Committee will be relayed back to you as soon as possible after its meeting. If your request is approved, GSA will specify any additional loan conditions, GSA's official credit line, the insurance values of the object(s), and transport and display requirements. This information will then be referenced, along with the details set out in your Loan Request Form, in a Loan Agreement drawn up between you and GSA.

Insurance

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 and display

GSA will assess all objects and advise how they should be handled, packed and transported; and what conditions are required for their display.

Loan charges

GSA does not usually charge 'hire fees'. However, if the size of the exhibition, number of objects requested or if the exhibition is of a particularly commercial nature, GSA reserves the right to charge a fee.

Please bear in mind that any costs incurred for conservation, framing, transport and insurance will be payable by you.

If you have any questions or queries about GSA's loan process, please don't hesitate to get in touch by emailing archives@gsa.ac.uk