



National Galleries Scotland

Loans In and Loans Out Policy

Version/Date

Senior Management Team: Collections approved this policy: 12th February 2014

Principles

NGS ensures the objects in its care are exhibited and interpreted to the widest possible public, and is committed to increasing access to our collections and to providing information about them.

Loans to and from NGS form part of this programme, for exhibition or display, but also for research, scientific and conservation work, education, photography, publication, and potential acquisition.

Definitions

Loans: The co-ordination, management and documentation of objects or groups of objects and related accessories that are lent for a specified period and a specified purpose.

Loans In: Objects that NGS or one of its partner galleries has on loan from other organisations or individuals, where:

- **Short-term** is up to 12 months, usually for specific exhibitions or for a particular purpose such as pre-acquisition public display or touring exhibition
- **Long-term** is more than 12 months

Loans Out: Objects that NGS lends to other organisations or individuals.

Legislation and ethics

NGS Loans In and Loans Out forms part of our commitment to maintain evidence for due diligence, to provide the best value and cost-effective access to collections, to provide expertise and advice, and to meet nationally agreed standards of best practice.

Relevant statutory requirements and codes of ethics include:

- National Heritage Act 1980: Section 16 (as amended by the Museums and Galleries Act 1992)
- Part 6, Section 136 of the Tribunals, Courts and Enforcement Act 2007
- Museums Association: Code of Ethics for Museums 2008
- Code of Practice on Archives for Museums and Galleries, Third Edition 2002
- ICOM Code of Ethics for Museums 2013
- Museums Association: Effective Collections, 2012
- NMDC: Loans Between National and Non-national Museums, New Standards and Practical Guidelines 2003



Standards

This policy is part of the Collections Management set of policies that form a requirement of PAS197 and Spectrum as part of the UK Museum Accreditation Scheme.

Control measures

NGS will be transparent in handling all loan requests, including providing explanations for any difficulties or delays whether in completing arrangements or in processing a Loan Out including full reasons for any refusal to lend. All loans must be approved by Senior Management.

We will confirm all loans in a formal Loan Agreement, which will include specific details of the loan arrangements, related responsibilities of care, insurance and/or Government Indemnity (GIS), any special conditions relating to the object, practicalities, related costs, and related obligations.

We hold all communications relating to loans centrally and securely with controlled access.

The condition of all loan objects must be checked and recorded before departure, and on arrival at each loan venue, and on return to NGS.

Loans Out from NGS

For all loans from NGS to other institutions or for touring exhibitions we require a minimum notice period, subject to availability and condition of the object, of:

- UK venue: 6 months
- International venue: 12 months

We acknowledge loan applications within 3 weeks.

We make every effort to lend objects, within the resources available, unless there are issues concerning the availability, condition or security of the object, or if there are ethical conditions that preclude the loan. We also offer help to the borrowing institution to resolve any issues relating to display, security or environmental conditions.

Short-term Loans In to NGS

For short-term loans from other institutions to NGS we aim to complete loan negotiations and sign the loan agreement no later than:

- UK loan: 6 weeks before the NGS exhibition opening
- International loan: 10 weeks before the NGS exhibition opening

Long-term Loans In to NGS

For long-term loans from other institutions or individuals to NGS the loan agreement also specifies details of monitoring, maintaining and reviewing.

We will review the loan at least every 3 years, to ask the lender to confirm formally that the loan may continue and to confirm a current valuation. We will then renew the Government Indemnity.

Long-term loans may be withdrawn at any time, but we ask that lenders give at least 6 weeks' notice to allow us to complete and issue the loan-closing documentation.



Related policies

The following are related NGS policies:

- Object Entry and Pre-Entry Policy
- Inventory Control Policy
- Location and Movement Control Policy
- Art Handling and Technical Assessment Policy
- Art Transport Policy
- Conservation and Care Policy
- Rights and Reproduction Management Policy
- Risk Management Policy
- Insurance and Indemnity Control Policy
- Valuation Control Policy
- Physical Audit Policy
- Storage Management Policy
- Object Exit and Despatch Policy
- Damage and Loss Policy