



National Galleries of Scotland

Art Transport Policy

Version/Date

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

Principles

NGS is committed to exhibiting and interpreting the objects and groups of objects in our care and to increasing access to our collections.

When we transport objects we make arrangements for their care and protection taking into account their condition and any potential risks, and the type of transport that is most suitable for each situation.

Definitions

Art Transport: The organisation, management and documentation of the transport of objects or groups of objects for which NGS is partially or fully responsible, whether by road, air, sea or rail. This includes both internal movements between NGS sites and external movements such as potential acquisitions, loans, exhibitions or return to owners.

Legislation and ethics

Art transport forms part of our duty of care for objects to ensure preservation and access, 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)
- EN 15946:2011 Conservation of Cultural Property
- AAM Registrars Committee: Code of Practice for Couriering Museum Objects, 1986

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

When planning, undertaking or co-ordinating art transport NGS always complies with the Government Indemnity (GIS) General Transport Conditions.

For all art transport arrangements, NGS always observes and implements the GIS General Security Conditions and Environmental Conditions.

NGS is an accredited institution for Air Cargo Regulations

All journeys are pre-planned, the object must be fit to move, and authorised persons accompany the object in transit.



We clearly and professionally document the whole process, and the information is held centrally and securely on an industry-standard database (MIMSY).

Related policies

The following are related NGS policies:

- Object Entry and Pre-Entry Policy
- Loans In and Loans Out Policy
- Inventory Control Policy
- Location and Movement Control Policy
- Conservation and Care Policy
- Risk Management Policy
- Insurance and Indemnity Management Policy
- Physical Audit Policy
- Object Exit and Despatch Policy