



# **National Archives**

## **Loans Policy**

**November 2015**

## **Introduction**

Every year the National Archives receives requests from cultural and other institutions to borrow items from its collection to place on temporary display. This document outlines the National Archives' external exhibition and display loans policy and the commensurate procedures for requesting the lending of items. We would advise that before requesting item(s) to borrow, the researcher visit the reading room of the National Archives and requests to see the original item(s).

To ensure adequate time for preparatory and other works, the National Archives must receive an application for a loan not less than **six months** prior to the opening date of the exhibition.

### **1. Application Procedure**

- When requesting a loan, the borrower must complete a Loan Request form.
- The application will be acknowledged within ten working days.
- The suitability of a loan will be assessed by the Head of Conservation.
- The National Archives reserves the right, at any time not to proceed with a loan.
- In cases where we are unable to lend a document due to its condition, size format or similar reason, we will suggest a good quality facsimile as an alternative.
- The documents will usually be accompanied to and from the exhibition by a designated member of the Conservation division. He or she has absolute discretion to withdraw the items on loan if dissatisfied with the condition at the designated venue.

### **2. Conditions of Loan**

- The normal loan period is for three months.
- Items are lent to a single institution and are expected to remain in situ. No application for a touring exhibition will be accepted.
- The maximum number of items to be lent to any one institution is ten.
- The National Archives will only lend items within the island of Ireland. Requests from other institutions may be facilitated through the supply of digital surrogates.
- The borrowing institution must return any or all of the exhibits at the written request of the Director of the National Archives.

### **3. Costs**

The borrower will be responsible for all expenses incurred by the National Archives in facilitating the loan. This includes, but is not limited to, conservation, digital imaging, mounting for display, packing and transport of loans and accompanying staff.

#### **4. Insurance against damages**

Commercial all risk insurance nail to nail cover will be arranged by the borrower based on valuations by the National Archives.

### **Transport Conditions**

#### **5. Packing and display**

Requirements for transport storage and handling will vary and should be made on a case by case basis and agreed by the National Archives in advance of the loan.

The National Archives will pack all items for transport to and from the exhibition.

Packaging must be stored safely by the borrower during the course of the exhibition to enable it to be used for the return of the exhibits.

The National Archives will mount all the exhibition items in consultation with the exhibition organisers. Wherever possible, the items will travel ready mounted. If this is not possible the display will be arranged, by or under the supervision of, the accompanying member of the Conservation division, in accordance with any previously agreed design. None of the mounts or cradles are to be removed or changed in any way during the exhibition.

A condition report will accompany each item on loan and must be agreed with the borrower before display. The report must be checked and agreed at the end of the exhibition.

All items must travel under the constant supervision of the staff member of the National Archives.

No loan may be unpacked other than by a staff member of the National Archives or for examination at any point on either end of the journey.

Borrowed documents must not be stored anywhere other than the stated place of exhibit, unless specifically agreed with the National Archives.

### **Display Conditions**

#### **6. Document Care**

Items are lent for the purpose of public exhibition only and may not be made available for study or other purposes outside their showcases.

After they have been mounted in the show case for exhibition, items must be left undisturbed (except in the case of an emergency) until the exhibition is dismantled.

No mark in pencil ink, paint or any other material may be made on any item, nor may any existing mark be removed, and no adhesives of any kind may be applied to the items.

All materials used within the display cases within which the items may come into contact, must be acid free and free of any pollutants.

No conservation measures of any description may be carried out by anyone who is not a member of the Conservation division.

## **7. Reproduction**

Photography is only allowed with the written consent of the National Archives, or its accompanying member of staff who has the discretion to decide on the appropriate level of lighting.

Digital security copies will be made of all items before they leave the National Archives. If required, surrogates may be taken for exhibition or publication purposes.

## **8. Captions and credits**

Any caption or credit used for display purpose, and any description given in a catalogue must state that the item is on loan from the National Archives. The correct National Archives' reference codes must be cited.

One copy of the exhibition catalogue must be sent to the Director of the National Archives free of charge.

## **9. Exhibition premises**

Exhibition premises must be safe and secure in all respects, and adequate safeguards must be in place before any items are borrowed.

First time applications for a loan may be subjected to an evaluation by the Head of Conservation.

Borrowers may also be asked to fill out in advance a Facilities and Security report for the exhibition venue.

## **10. Showcases**

All items must be displayed in locked showcases. Any other display method must be discussed in advance with the Conservation division and may not be facilitated.

Items must be placed into the showcases by the accompanying member of staff from the National Archives who will supervise the locking of the case. After this time the exhibits and their mounts must remain undisturbed. An alarmed case may be specified by the National Archives.

## **11. Environment**

Required environmental conditions will be decided prior to the loan agreement and will be dependent on the exhibits. The National Archives will require written assurances that the environmental conditions are suitable for the exhibits and may stipulate necessary changes. Lighting requirements will take into account the material composition of the items and previous display exposure of the exhibit(s). If necessary, the National Archives will detail the acceptable thresholds of lux, relative humidity and temperature.

No food, drink or smoking can be allowed in the exhibition areas.

## **12. Returning loaned items**

No less than three weeks prior to the close of the exhibition the borrower must contact the National Archives in order to confirm the collection arrangements.

**Appendix 1 – Loan Request Form**

Name of Institution	
Full Contact Details	
Key Contact Person	
Purpose of Loan	
Title of Exhibition	
Opening Date and Duration	
NA Reference Numbers of Items	
Special / Other Conditions	