

Museum of Barnstaple & North Devon

Loans Policy and Procedures



Loans Policy

Who we are

The Museum was founded in 1989 by North Devon Council. The collection consists of approximately 80,000 objects with significant parts deriving from its predecessors, the Barnstaple Literary and Scientific Institute (1845), refounded as the North Devon Athenaeum in 1889 and St. Anne's Chapel Museum, established by the Barnstaple Borough Council in 1923.

The museum collects, safeguards and makes accessible artefacts and specimens, which we hold in trust for the people of North Devon. We aim to enable all our visitors and users to explore our collections for inspiration, learning and enjoyment. The Museum is also a source of curatorial and development advice and support for independent museums and community groups within the District.

The museum aims to comply with the highest standards of the Arts Council's Museum Accreditation Scheme.

Why we lend

We are committed to making our collections widely available and will pro-actively pursue opportunities to lend objects from our collection to other organisations and institutions which share the Museum's values and objectives.

- To make the collection more widely accessible and reach wider audiences.
- To increase collaboration with other museum sin North Devon
- To further partnerships with other UK museums through the exchange of collections.
- To further knowledge, understanding and learning relating to North Devon and the objects in our care.

Who can borrow?

The Museum of Barnstaple & North Devon welcomes requests to borrow items from its collection for inclusion in exhibitions at other UK Accredited museums and galleries. The Museum is open to lending objects from its collections to other organisations and institutions which share the Museum's standards, values and objectives.

Handling Collection

This policy relates to the lending of accessioned objects in the museum's permanent collections. Handling collections, un-accessioned objects or spares may be made available for lending through our educational loan boxes. If you are interested in borrowing our loans boxes or individual handling items for your school or community group please contact our Learning and Access Officer.

How to request a loan

Organisations considering the loan of objects from the museum's collection should contact the Museum Assistant or Museum Manager.

Museum of Barnstaple & North Devon
The Square
Barnstaple
North Devon
EX32 8LN
Email: museum@northdevon.gov.uk
Telephone: +44 (0)1271 346747

Please reference the specific object from the Museum of Barnstaple & North Devon's collection wherever possible. We welcome early discussions and are happy to advise about selection and availability of object(s) for loan.

Notice Period

We ask that if you are considering the loan of objects from our collection that you contact the museum a least 6 months prior to the loan. However we will consider loans on a case by case basis, and may approve loan requests made less than 6 months before they are required, if capacity allows.

Formal Request

Formal requests should be made in writing to the Museum. When requesting a loan the potential borrower should provide the following information:

- Details of the required objects, including their accession numbers
- Venue address and names, position, telephone numbers and email addresses for the person making the request.
- The title and dates of the exhibition, dates of when the loan will likely start and finish.
- Purpose of the loan.

Borrowers must provide a Facilities Report with details of security, environmental conditions and display proposals for the loans.

If the object(s) requested are held on long term loan to the Museum of Barnstaple and North Devon the request should be made in the same way. The Museum will discuss the loan with the owner of the objects directly. If the owner wishes to lend the objects the museum will administer the loan in the same way as objects from its own collection.

Your request will be acknowledged on receipt of the formal loan request.

Approval of the loan

The museum will take into consideration the relevance of the object requested for the exhibition, whether the object is available or is part of the central displays in the museum. A condition assessment will be undertaken to determine if the object is too fragile to travel or needs conservation treatment to prepare it for loan.

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Guidance for outgoing loans

1. The borrower must agree to comply with the conditions outlined in the Museums Loans policy and must sign the loan agreement.
2. If the items requested are part of the long term loans which are held by the museum, the owner's agreement must be sought.
3. The Museum of Barnstaple & North Devon does not currently charge for loans, however, does request that the loan costs are covered by the borrower as outlined in the 'Conditions for Loans' section.
4. The Museum of Barnstaple and North Devon will not loan to any exhibition which includes objects where there has been any suspicion that they have been stolen, illegally excavated or illegally exported from their country of origin or any intermediate country, in violation of that country's law or any national or international treaties, including 1970 UNESCO Convention.
5. The condition of all loan material will be checked on departure by the Museum Assistant, and checked upon arrival by the borrowing museum collections staff.

Guidance for incoming loans

1. Incoming loans will only be accepted if they have been requested by a member of staff, such as for exhibition or research purposes, and will be returned to their owner immediately afterwards.
2. Loans will not be accepted for more than 5 years, although loans can be reviewed and extended at the end of the loans period.
3. The Museum of Barnstaple & North agrees to abide by the lending institutions or individuals conditions.

Loan Conditions

The borrower agrees the following:

- It shall take all responsible steps to ensure that they keep the objects in the same conditions received.
- It shall not carry out any restoration, conservation, cleaning or other work to the objects on loan unless permission has been give by the Museum of Barnstaple & North Devon.
- It shall immediately notify the Museum of Barnstaple & North Devon of any loss, theft or damage to any of the objects on loan.
- It shall give reasonable access to Museum staff and/ or other named representatives to the loan objects at any time during the loan period, provided reasonable notice has been given.
- It has no reasonable cause to believe that any object comprised in the exhibition has been stolen, illegally exported or illegally imported from its country of origin as defines by UNESCO Convention of the means of Prohibiting and Preventing the illicit export and transfer of ownership of cultural property adopted in 1970.

Costs

The borrowers will be responsible for all costs outlined by the Museum of Barnstaple and North Devon:

- Packing materials and crates, to be packed by specialist art and museum transporters.
- Insurance
- External conservation work.
- Transport costs, courier travel costs.
- External valuations, if needed.

Security

The borrower must give information about security and fire precautions at its venue. All details of security precautions will be treated confidentially. The Museum of Barnstaple & North Devon may required other special protective measures in specific circumstances for example alarmed display cases.

Environment

All objects must be stores, housed or displayed in suitable stable environment avoiding direct sunlight and extreme of temperatures and humidity. We would also expect all areas to be monitored as part of the borrowing institution's integrated pest management programme. The Museum of Barnstaple & North Devon will always work with the prospective borrower to find acceptable display conditions.

For borrowers without any environmental controls systems, conditions can be achieved by enclosing the objects in display cases to create a controlled micro climate.

Relative Humidity

35-70% with fluctuations of no more than 10% within these limits in any 24 hour period. These conditions must be maintained 95% of the time.

Temperature

16-26 degrees with no more than 5 degrees variation within these limits in any 24 hour period. These conditions must be maintained 95% of the time.

Lighting conditions

Light levels will be 50-300 lux depending on the light sensitivity of the object. Where some daylight and light source is present, levels will be based on the cumulative exposure will be considered. Ultraviolet (UV) levels must be below 15 microwatts per lumen. Daylight, fluorescent and other lamps which exceed this must be fitted with a suitable UV filter. A maximum of 75 microwatts per lumen is permissible for light permeant objects.

Insurance

The borrower must insure all objects at the valuations determined by the Museum of Barnstaple & North Devon, against 'all-risks' and on a 'nail to nail' basis. ????

Condition Checking

- Condition reports will be prepared by the Museum of Barnstaple & North Devon for all objects. These will be checked against the objects and agreed upon arrival at the borrowing institution, before packing at the end of the loan period and then again upon return to the museum. In the case of short term loans the borrower is expected to retain the condition report safely for the duration of the loan.
- Any changes to the condition of the object(s) during the loan period must be reported to the Museum of Barnstaple & North Devon immediately. If any changes occur to any object on loan the museum reserve the right the right to recall them.
- In the case of long term loans the Museum of Barnstaple & North Devon may ask the borrower to check the condition of the object(s) at certain intervals.

Handling and Installation

- The installation of any objects may not take place while any areas of the exhibition are under construction. This is to ensure that objects are not affected by hazardous gasses, please allow time between construction work and installation.
- The Museum of Barnstaple & North Devon may expect any accompanying courier or staff member to assist in the installation of the object.
- The museum may determine special handling requirements for sensitive materials. Labels or other identifying marks must not be removed. No mark in pencil, ink or paint should be

applied to the object. However, the borrowing institution may attach identifying labels to the objects if necessary.

Acknowledgement

Acknowledgement must be made to the Museum of Barnstaple & North Devon in any exhibition captions, graphics, publicity and catalogues. The appropriate credit line should be used 'The Museum of Barnstaple & North Devon'.

Image reproduction

All image request should be made to the Museum, please contact the museum directly with details of any photographic requirements. The loan objects may be photographed by the borrowing institution for internal use for documenting the installation, exhibition and loans. Borrowers are advised to inform the Museum on their intention to include the loan in any catalogues.

Who to contact

Any queries relating to loans should be made to the Museum Manager and Museum Assistant.

The Museum of Barnstaple & North Devon
The Square
Barnstaple
North Devon
EX32 8LN
Telephone: 01271 346747
Email: museum@northdevon.gov.uk

For access to our collections online please visit:
www.barnstaplemuseum.org.uk