Archives and Collections: Loan for Exhibition Policy

POLICY DETAILS:

Date of approval	June 2024
Approving body	Museum and Archive Committee
Supersedes	Loan for Exhibition Policy May 2021
Date of EIA	April 2024
Date of next review	May 2027
Author	Polly Christie, Archives and Collections Manager
Responsible Senior Leadership Group area	Research and Innovation
Related policies and documents	Access Policy Copyright and Terms and Conditions Reprographic Service Guide Copy Request Form Reproduction Request Form Group Bookings
Benchmarking	Museum Association Accreditation Scheme The V&A[1] The National Trust Loans Out Procedure[2] Glasgow Museums' Lending Policy[3] National Museums of Scotland Collections Information and Access Policy[4]

[1] https://www.vam.ac.uk/info/loans-policy-and-conditions
[2] https://nt.global.ssl.fastly.net/binaries/content/assets/website/national/pdf/national-trust-loans-out-procedure.pdf
[3] https://www.glasgowlife.org.uk/media/o42f0wil/glasgow-museums-lending-policy2.pdf
[4] https://www.nms.ac.uk/media/1163460/collections-information-and-access-policy_2021.pdf

LOANS FOR EXHIBITION POLICY

This policy covers the holdings of the Archives and Collections.

The Glasgow School of Art (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) and *Smarter Loans* (2012)

We will consider all loan requests reasonably and transparently. When assessing loan requests, we take into account the public or research benefit of the proposed loan, its equality impact, our ability to manage the loan, and the well-being of the object(s) requested. We aim to provide a reasonable response to all loan applications dependent on the resources available at the time. The GSA wish to support a wide range of external exhibitions and activities, however, this is dependent on third party requests. We therefore encourage potential borrowers to contact us and discuss their plans at the earliest opportunity.

GENERAL CONDITIONS

We will ensure that there are signed written agreements in place in advance of any loan. We will record information about the borrower and the purpose of the loan along with the specific conditions that attach to the loan. Any information collected during the loan application process will only be used and retained in connection with that application and in accordance with our current data protection and freedom of information policies.

Formal loan requests should be made in writing at the earliest opportunity and in the first instance, to the archives@gsa.ac.uk. They will then be dealt with by a member of the Archives and Collections team as appropriate.

HOW TO REQUEST A LOAN

Requests from the UK should be received no less than six months before the exhibition is scheduled to open. For international loans, the request should be received one year before the exhibition is scheduled. Loans requested by private individuals are not normally considered.

The request should contain:

- Information outlining name and address of organiser and/or venue(s), dates, title and scope of exhibition (including how the items requested will support the exhibition).
- A full facilities report outlining environmental and security issues at all identified venues. Some requests may require an initial site visit being made to the exhibition venue(s) prior to a final decision being taken. Please note: All proposed venues must

follow Museum Galleries Scotland's advice in relation to suitable light, temperature and relative humidity levels.[5]

- Information about how the proposed exhibition gives due regard to the three needs of the Public Sector Equality Duty[6]

HOW WE APPRAISE LOAN REQUESTS

GSA staff will consider all requests and make recommendations to the GSA's Museum and Archive Committee for consideration. It is usually possible to secure a decision within three months of submission. The decision of the Museum and Archive Committee is final.

The provision of GSA loans does not usually incur the payment of any 'hire fees'. However, GSA reserves the right to insist upon such a fee, proportionate to the size of exhibition, number of loans requested etc. if the exhibition is of a particularly commercial nature. Any exhibition fees would be set by the Museum and Archive Committee and any such income derived from these fees would be directed back into the care and maintenance of the GSA collections.

On occasions, some items might be considered for loan but only after a programme of conservation work has been identified and undertaken, with all costs incurred with preparing the loans to be met in full by the requesting institution.

EVALUATION OF LOAN ITEMS

The GSA must be satisfied that all exhibition loan requests meet the following criteria. These are that:

- Loans should contribute to well thought through exhibition proposals that enhance the appreciation and understanding of the subject
- Proposed exhibitions should advance equality of opportunity as outlined in the Public Sector Equality Duty
- Proposed exhibitions and displays should demonstrate a strong educational commitment that broadens knowledge/research of the subject
- Proposed exhibitions and displays should assist the School in raising its national and international profile by engaging with new audiences

Certain items may be unsuitable for exhibition loans. The reasons behind such refusals might include, but are not limited to:

- Items that are in a poor, physical condition and based on professional advice are deemed too fragile or unstable to transport/display

[5] Introduction to environmental monitoring - Museums Galleries Scotland
[6] Public sector equality duty - GOV.UK (www.gov.uk)

- Items are required for display, study by GSA staff or students or for another educational purpose during the exhibition loan period
- Venues/organisers that cannot safeguard the interests and reputation of GSA at all times

INSURANCE OF LOANS

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 OF LOANS

The GSA requires transport provision of the highest standard and borrowing institutions are expected to use reputable fine art agents and carriers. Where possible the GSA will insist upon using its own preferred choice of transport company.

Depending on the nature of works requested, the GSA may insist upon items being escorted by a member of GSA staff, and almost always when works are loaned outside the UK. All costs associated with this are to be met in full by the borrower. On occasions it may be acceptable for an experienced colleague from another reputable institution to escort work on behalf of the GSA.

LOAN AGREEMENT FORM

Borrowers are required to send an Exhibition loan agreement form which will allow the GSA to specify additional conditions. This will include the GSA's official credit line, individual insurance values, transportation provision and any specific display requirements.

LOAN PERIOD

The maximum initial loan period will not normally exceed 12 months or where touring exhibitions extend beyond three individual venues. On occasions, some long-term loans may be extended, at appropriate intervals to a maximum of five years. Extensions to all loan agreements beyond two years are at the discretion of the GSA Museum and Archive Committee.

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Host venues should adhere to copyright legislation and any other restrictions when dealing with copying and the reproduction of School material, and include, where appropriate,

acknowledgements to the satisfaction of the GSA. The GSA normally waives reproduction fees for the use of its images in exhibition catalogues and other related literature but would usually demand, in lieu, one or more copies of available publications.

TERMINATION OF LOAN AGREEMENT

The GSA reserves the right to recall loans from institutions which have failed to meet stipulated loan conditions, particularly where items have been damaged or have physically deteriorated since the start of the display. The GSA reserves the right to inspect and arrange conservation of such damage at the expense of the borrower. Costs associated with the premature recall of loans will also be met, in full, by the borrower.

DATE

Amended policy implemented May 2024 and subject to a 3-yearly review by the GSA's Museum and Archive Committee.