



# Guide to borrowing from Hartlepool Cultural Services.

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## **1. Introduction**

Hartlepool Cultural Services actively encourages loans from its collections to promote access to and disseminate information about its collections and to connect with the widest possible audience. HCS views loans as a collaborative partnership that enables us to maximise access to its collections. HCS lends locally, nationally and internationally to borrowers that can meet its loan conditions. HCS policy on lending can be found in our Lending and Borrowing Policy (in preparation at time of writing). HCS must balance the work involved in loans with its own programme of activities and each loan will be considered on a case by case basis and with the appropriate assessment of risk. This guide is intended to help make a successful application to borrow from HCS collections and to make the process as easy as possible. Loans are managed by the Cultural Officer Museum & Gallery. (amy.mitchell@hartlepool.gov.uk)

## **2. Who do we lend to**

HCS considers loan requests from any ACE Accredited Museum or Gallery for the benefit of public display and/or research purposes. Requests from commercial organisations will be considered on a case-by-case basis and referred to Senior Management and Elected Members for consideration.

## **3. Preliminary enquiries**

Prior to the formal written request it may be useful to contact HCS to discuss the loan. Please contact the Cultural Officer Museum & Gallery (Amy.mitchell@hartlepool.gov.uk) who will direct the query to the correct person within HCS. General collections information may also be found at <https://artuk.org/visit/collection/hartlepool-museums-and-heritage-service-595> for the fine art paintings collection at <http://artuk.org>.

#### **4. Formal requests to borrow**

A formal written request should be sent to

Gallery and Museum Manager

Ashley Landsbury

Cultural Services

Clarence Road

Hartlepool

TS24 8BT

Information should include:-

- List of objects to be borrowed with accession numbers where possible
- Title and dates of exhibition (if applicable)
- Proposed duration of the loan (negotiable)
- Address of borrower and/or venue and contact details
- A clear rationale for the inclusion of the object requested for the exhibition/display/research project
- Details of any publication to be produced to accompany the exhibition/display/research project
- Exhibition organiser's address and contact details if different from borrower/venue details
- Details of tour and all proposed venues (if applicable)
- Details of any reciprocal or partnership proposals

#### **5. How much notice does NMNI need**

If possible, loan requests for local and national loans should be submitted at least six months prior to the requested start date of the loan and requests for international loans at least nine months prior. HCS will consider any requests falling outside the notice period on a case by case basis with consideration given to available resources and ability to complete loan processes before requested start date.

## **6. How decisions are made**

When a formal request is received by the Gallery & Museum Manager it will be forwarded to the Cultural Officer and appropriate working groups for consideration. The loan will be acknowledged by the Cultural Officer Museum & Gallery and further information may be requested. To enable HCS to assess the loan we require:-

- Venue facilities reports to UKRG standards
- Venue security reports to UKRG standards
- Details of proposed display/exhibition/research
- Evidence of your capacity to insure our items

HCS will:-

- Notify the potential borrower if the object requested is required for HCS displays, research or has already been committed for loan
- Assess the legal and ethical implications of the loan
- Assess physical suitability of object for loan and travel
- Assess the suitability of the venue, including potential borrower's ability to meet professional standards
- Assess the relevance and importance of object to the exhibition theme and content
- Assess the potential of knowledge enhancement
- Assess level of public access
- Assess the benefits of partnership activity
- Check resources are available to facilitate the loan

HCS will work with the borrower to ensure any issues with requests are discussed and resolved to the satisfaction of both HCS and the borrower.

## **7. If a loan is refused**

Reasons HCS may not lend include but are not limited to:-

- The requested object is required for HCS displays, research or has already been committed for loan
- Legal or ethical issues prevent the loan
- The object is physically unsuitable for loan or travel

- The venue is unsuitable or cannot provide suitable professional standards
- The level of public access is inadequate
- The resources are unavailable to facilitate the loan
- The borrower is unable to adequately insure the loan items

In cases where HCS decides not to lend an object, consideration will be given to:-

- Substitution of an alternative object
- Allowing a reproduction to be produced and/or purchased
- Use of alternative media

## **8. Terms and conditions**

Borrowers will be required to sign a Loan Agreement stating the terms and conditions prior to the release of the loan. All terms and conditions of the loan must be agreed with HCS. They include but are not limited to:-

- Duration of loan
- Display requirements
- Reproduction
- Insurance/Indemnity
- Transport
- Security Loan

Agreement terms and conditions will be provided on request. Borrowers are requested to fully read and consider the Loan Agreement and any queries should be discussed with the Registrar.

## **9. Preparation for loan**

HCS will provide to the borrower:-

- Condition reports
- Assessment of preparation including costs if applicable
- Requirements for packing and transport
- Requirements for display
- Loan Agreement stating terms and conditions of loan

## **10. Reproduction**

Photography of loaned objects for reproduction must only be undertaken by HCS staff. Please contact the Cultural Officer Museum & Gallery (amy.mitchell@hartlepool.gov.uk) to:-

- Obtain images
- Get permission to reproduce
- Query copyright
- Agree acknowledgements.

## **11. Costs**

HCS will recover any direct expenses incurred when lending objects from the collection unless otherwise agreed. These normally include:-

- Photography (if required)
- Conservation (if required)
- Display preparation (if required)
- Packing
- Transport
- Insurance
- Courier costs (if required)

Where considerable staff time is required to facilitate a loan, HCS may recover staffing costs. All costs will be notified to the borrower as early as possible in the loans process.

## **12. Insurance and indemnity**

HCS will give due consideration to the Government Indemnity Scheme Guidelines for national and non-national institutions<sup>1</sup>

All risks, 'nail to nail' insurance or indemnity, at valuations determined by Hartlepool Borough Council, may be required. The insurance or indemnity policy terms must be approved by HCS and provisions of cover must be to an agreed standard. Proof of required insurance or indemnity must be received by HCS before a loan is released.

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<sup>1</sup> Government Indemnity Scheme, Guidelines for national institutions, Arts Council England, January 2016

### **13. Long-term loans**

Long-term loan requests will be considered, in particular where they facilitate public access and promote partnership activity. Arrangements for long-term loans will generally be the same as for short-term loans. Long-term loans will be reviewed on a regular basis, normally annually. Please see our Lending and Borrowing Policy (*in preparation at time of writing*)

### **14. Travelling exhibitions**

HCS produces travelling exhibitions, both collections and non-collections based. Exhibitions solely consisting of non-collection, reproduction and/or replica items and material are available to a wider range of venues. Information on available exhibitions may be obtained from the Cultural Officer Museum & Gallery. ([amy.mitchell@Hartlepool.gov.uk](mailto:amy.mitchell@Hartlepool.gov.uk))

### **15. Acknowledgement**

Acknowledgement must be made of Hartlepool Borough Council in any exhibition captions, publicity material and press releases (including images and social media) and publications unless otherwise agreed. Other acknowledgements may also be included as a condition of a loan agreement. The form of acknowledgement should be approved in advance by HCS. The borrower should inform HCS of any events or publicity associated with the loan.

### **16. Contact**

If you would like to discuss any aspect of the loans process please contact:-

Cultural Officer Museum & Gallery

Amy Mitchell

Cultural Services

Sir William Gray House

Clarence Road

Hartlepool

TS24 8BT

([Amy.mitchell@hartlepool.gov.uk](mailto:Amy.mitchell@hartlepool.gov.uk))

# Guide to Borrowing from HCS Flowchart Key

