

Liskeard & District Museum

LOANS-IN POLICY

AIM: To provide a framework to ensure the consistent management of items loaned to the Museum based on guidelines laid down by SPECTRUM.

OBJECTIVES:

- The Museum's existing arrangements for managing loans are formalised
- Loans are only accepted for temporary exhibitions
- Loans are for fixed period of time – maximum of one year
- All loan items to be returned at the end of the loan period unless otherwise agreed with the owner.

PRINCIPLES AND PROCEDURES:

NEW LOANS

- These are loans taken in from the date this policy is agreed.
- Loans are only accepted (whether requested or offered) on the basis that they are required for immediate exhibition.
- A Loan Agreement is completed by the lender and a Museum representative for each item loaned. Lenders are given a copy of the Museum's Terms and Conditions.
- All loan documentation is kept in a folder specifically for loans.
- The loan is given a loan reference number (L number) and fully recorded on MODES, including a photographic record of the loaned item.
- Each item within a group of items to have a separate loan reference number (eg total loan of ten postcards to have ten reference numbers) and to be recorded as above.
- The loan period of a maximum of 12 months to be agreed with the institute or person providing the loan and recorded and diarised if appropriate.
- At the end of the loan period the owner will be notified and the loan returned unless otherwise agreed and the period extended.
- All loans are reviewed each January, to ensure objects are returned within the agreed time period and contact details are kept up to date. Objects may also be returned to the owner or an extension to the loan may be arranged.
- A condition check is carried out on all loans at the January review.
- On the return of a loan, all appropriate documentation is completed, and MODES updated.
- When a previously loaned object is transferred to a gift, the appropriate documentation is completed to show that the item has left the loans system and become part of the collection. The accession is recorded and MODES updated.
- Owners are informed by letter of where their object is on display and invited to visit.

EXISTING LOANS

- These are historical loans accepted by the Museum prior to this policy being agreed.
- All objects loaned to the Museum prior to the date of this policy will be reviewed to ascertain ownership with a view to either their return or continued, time limited, loan or their donation to the Museum.
- The principle is accepted that every effort is made to contact the owners of all items loaned to the Museum.
- Owners to be contacted by letter in the first instance.
- If, after one month, no response has been received, a second letter is sent, this time by recorded delivery.
- Due to the longevity of some loans, it is likely that some owners will have changed address or died. Following a failed delivery or after a further period of no response, the Museum may consider a general invitation in the local press for owners to get in touch.
- Where records for old loans fail to give a full address, local knowledge, published directories and the internet may be used to find contact details.
- Where initial records for old loans fail to give the name of an owner, a search will be made through contemporary files. The Museum may consider a general invitation in the local press for owners to get in touch.
- If, after 6 months of documented attempts to identify and or contact the owner of an object, no progress has been made, to pass the matter to The Governing Body for a decision as to disposal in line with relevant guidelines.
- Where the owner has successfully been contacted and there is a requirement for the loan to continue then, with the owner's agreement, the loan period will be extended for a fixed period of time. These extended loans to fall into the pattern of January review as for new loans. These extended loans will be given a Loan Number (L number) join the system for new loans and MODES will be updated.
- When an object is successfully returned, the appropriate documentation should be completed, and MODES updated.
- Where old loans have been given accession numbers, a de-accessioning process will be followed.
- A separate hard copy folder for loans is kept.
- A spreadsheet record for each loan is kept and updated at each stage in the process of returning objects to owners.

LOANS-OUT POLICY

AIM: To provide a framework to ensure the consistent management of items loaned from the Museum based on guidelines laid down by SPECTRUM.

OBJECTIVES:

- The Museum's existing arrangements for managing loans out are formalised
- Objects are only loaned for approved purposes
- Loans are for a fixed period of time
- Objects only leave the Museum where their security and care is guaranteed and the Museum's responsibility as their curator is not compromised

PRINCIPLES AND PROCEDURES:

- Sometimes requests are received from institutions or private individuals to borrow items from the Museum.
- The Museum has handling collections of non-accessioned objects in boxes for schools and other organisations which can be booked out for short loan periods. These are exempt from the following points.
- The Museum may consider requests for the loan of specific accessioned items from its collection.
- The loan request for accessioned objects must usually come from an accredited institution or a body of similar standing. Loan requests from private individuals will only be considered under special circumstances.
- Requests for loans out must be approved by the Management Group of the Museum unless delegated.
- The Management Group must satisfy themselves that their responsibility for the security and care of the object will be sustained during the loan period. This may be delegated by the Management Group.
- The following will be taken into account when deciding whether a loan may be made:
 - The purpose of the loan
 - The status of the borrower
 - Whether the borrower has borrowed before
 - The condition of the object
 - Environmental requirements of the object
 - The benefit to the community of Liskeard and District of the object being loaned
 - Transport arrangements
 - Display arrangements
 - Insurance arrangements
 - The value of the object (no object with a value greater than £300 will be loaned)
- The proposed borrower will be informed in writing of the decision whether to lend or not with reasons given.
- A specific period for the loan will be agreed and recorded.
- A Loans-Out Agreement is completed before and at the end of the loan period. A copy of the Museum's Terms and Conditions is given to the borrower.
- The condition of the object is agreed at the start and at the end of the loan period.
- The Loans-Out register is completed and MODES is updated with the location of the loaned artefact(s).

DOCUMENTATION REQUIRED:

- Loans-In Agreement, including section at bottom for return of object
- Loans-Out Agreement for accessioned objects being loaned to institutions or individuals
- Template letter to object owners re termination of loan
- Museum Terms and Conditions
- Spreadsheet to record stage reached with each Old Loan.

OTHER:

- The Museum will purchase portable lockable display cases for the specific purpose (among others) of the transport and display of accessioned objects loaned out.

DRAFT

Date approved by governing body (Liskeard Town Council)

Signed on behalf of Liskeard Town Council

Position