



## THE HUNTERIAN, UNIVERSITY OF GLASGOW

### GUIDELINES for EXHIBITION LOANS OUT

The University Court of the University of Glasgow maintains a policy of enabling loans to be made for specified purposes from the cultural collections in its ownership. This policy is supervised by its Museum and Gallery Committee and enacted through the Director and staff of the Hunterian Museum and Art Gallery (Hunterian). These guidelines are issued to cover the main requirements that borrowers will be expected to satisfy prior to any agreement to loan from the collections being made. In the case of a touring exhibition, it is the responsibility of the lead organisation to ensure that all other venues are informed of these guidelines.

#### 1. NOTICE PERIOD

Preliminary enquiries are encouraged to be made at the earliest opportunity. Formal loan requests should be made in writing, with the information requested below, to the Director **no less than 6 months before the exhibition is scheduled to open** and preferably sooner. In normal circumstances we are able to provide the borrower with a decision within 3 months.

#### 2. INFORMATION FROM BORROWER

Before a loan is agreed the Hunterian requires the following information in writing. In order to provide sufficient time to process the loan and undertake any necessary preparation work, this information must have been received **at least 6 months before the opening of the exhibition**.

- 1) Name and address of organiser and/or venue (if different)
- 2) Dates of exhibition. (Please note: Loans to single venues of a duration of less than eight weeks or to multiple venues of a duration of less than six weeks per venue are not normally considered.)
- 3) Title of exhibition and outline of its scope including an explanation of why the particular work(s) requested is/are of particular importance for the show.
- 4) Information as to whether the exhibition will tour and to what venues.
- 5) A full facilities report is required for all venues unless these have been previously provided and there is no material change in circumstances. Generally the venue(s) should provide an environmentally-controlled exhibition gallery with an effective fire prevention system and 24-hour security, with day-time manning. The items must be displayed within a stable environment. Unless otherwise stated in the loan agreement, this will be a temperature in the range of 18-25°C and relative humidity in the range of 40-65% with fluctuations of no more than 5% within an hour. All humidity and heating controls must operate 24 hours a day during the period of the loan. Lights must be switched off in non-public hours. The UV content of the light should be no greater than 75 uW/lm and preferably below 30 uW/lm. For the display of works on paper, light levels should be in the range of 30–100 lux depending on the nature of the material and 75 microwatts per lumen.

#### 3. EVALUATION OF ITEM(S) REQUESTED FOR LOAN

- 1) Certain items, whether because of condition, importance to the collections or conditions imposed by the donor, may not be able to be lent.
- 2) The physical condition of all potential loans must be approved by Hunterian staff or an appropriate outside expert.
- 3) Any costs incurred in the evaluation of a loan, whether ultimately agreed or not, will require to be met by the applicant.



#### 4. TRANSPORTATION

The Hunterian requires borrowers to use reputable agents and carriers preferably known to the Hunterian.

Depending on the significance or fragility of the item(s) lent, the Hunterian may insist on the item(s) being escorted by a member of Hunterian staff. Most loans outside Britain are escorted. In some cases the Hunterian will agree to its items being escorted by experienced staff from another reputable institution, which is also lending items to the exhibition.

The Hunterian insists that in the case of air travel, items travel either in a pressurised hold, or dependent on size and weight, are hand-carried by the courier.

For travel by road the Hunterian may insist that items travel in climate-controlled air-ride vehicles. If items are travelling for more than one day between the Hunterian and the borrowing institution the Hunterian may require that the items be stored in a climate-controlled and high-security warehouse.

Dependent on the size and number of crates required for the loan, the borrower may be required to arrange for their uplift and disposal at the end of the loan.

#### 5. RESTRICTIONS

- 1) The Hunterian does not allow borrowers to remove items from their frames, remove fittings, or otherwise disassemble or take samples from them, without prior approval.
- 2) The Hunterian does not allow photography of items whilst on loan, without prior approval, except in general views of the exhibition.

#### 6. INSURANCE

For all Art Gallery loans and in most other instances, insurance must be all-risks, nail-to-nail. A valid certificate of insurance to the value stated from the borrower's insurance company, or such document showing for example acceptance under government indemnity, must be received by the Hunterian at least one week before any loan will leave the premises.

#### 7. LOAN AGREEMENT FORM

Borrowers are required to sign The Hunterian's loan agreement form which will allow the Hunterian to specify conditions including:

- (a) The Hunterian's credit line
- (b) Insurance value(s)
- (c) Transportation and display requirements

#### 8. LOAN APPROVAL

Agreement to lend is based on recommendation to the Director by a Loans Panel. In the case of works that are central to the University's Collections or where a loan is of high-value or size, the Director may submit the request to the Hunterian Strategic Development Boards and where deemed appropriate, by the University Court. The decision of the Board and/or Court is final.



## 9. PREPARATION OF LOAN

### (a) Condition Report

For each loan the Hunterian completes a condition report, a copy of which accompanies the loan. The Hunterian expects experienced staff at each venue to examine the work closely on arrival and before departure and record on the report any changes in condition and the fact that the work has been inspected and the date of the inspection. Hunterian staff closely check the condition of items on their return against the condition report.

### (b) Photography

- (1) Before any loan leaves the building it is normal Hunterian practice to ensure that the work is photographically recorded.
- (2) The Hunterian can arrange for photography as required. This is normally managed by the Hunterian's Photo Library.
- (3) All costs of photography are borne by the borrower.

### (c) Preparation of Loan

The borrower may be required to fund conservation work and arrange packing and crating.

## 10. DISPLAY

The Hunterian may specify particular display requirements.

## 11. DAMAGE

The borrower is required to inform the Hunterian immediately of any damage or deterioration in the condition of a loan. Such an item may only be removed from exhibition by competent staff of the borrowing institution with the agreement of the Hunterian; such agreement is not deemed essential where the item is placed at further risk by remaining in situ. The Hunterian reserves the right to inspect and arrange conservation of such damage at the expense of the borrower.

## 12. COSTS

The borrower will be responsible for all costs incurred by the Hunterian in connection with the loan. These may include conservation, temporary insurance, preparation, display materials, packing, photography, out-of-hours opening, courier and other related expenses. It should be noted that costs may change between initial estimates and final invoicing. Every effort will be made to keep borrowers fully informed of any changes. Normally invoices are issued to the borrower following the return of the loan.

An administrative fee will be applied to loans outwith the United Kingdom. Loans of more than 10 items are considered as a potential Touring Exhibition, and terms will be separately negotiated.

## 13. PUBLICATION

The Hunterian normally waives reproduction fees for the use of its images, but may demand multiple copies of an exhibition catalogue where several images are reproduced or charge where commercial merchandise is planned. The Hunterian requires the borrower to supply two complimentary copies of any publication that is issued in connection with the exhibition to which it lends a work. More than two copies may be requested dependent on the size and importance of the loan.



14. ACKNOWLEDGEMENT

Acknowledgement should be made to the Hunterian using the credit line specified in the loan agreement form. This should be used in the relevant labels and cited in the exhibition Acknowledgements panel.