

December 2007

LONG TERM LOANS – DEFINITION

1. The loaned object contributes to the borrower's permanent collection and is regarded as forming part of the collection for the period of the loan. It is treated with the same care, use and attention as all objects in the borrower's collection.
2. The loaned object may be used for various purposes including display, public access, research, education programmes or may form part of lengthy research on the part of the borrowing curator.
3. The borrower is permitted considerable discretion over the use of the loaned object during the period of the loan, and treats the object as he would his own collection without frequent recourse to the lender.
4. A long term loan is of several years duration, generally 3-5 years, but can be considerably longer (for example in the case of over-sized works). The initial period of loan should be stated in the loan agreement and must never be open-ended. The loan can be renewed at the end of the loan period if both parties agree.
5. The object may be displayed at the borrower's premises for the entire duration of the loan. (In the case of fragile objects, eg. works on paper, exposure times will be agreed in advance.)
6. The loaned object must have regular condition inspections, eg. once a year, with conservation reports sent to the lender at agreed intervals.
7. There must be a regular maintenance schedule as agreed between lender and borrower. Borrower must comply with lender's environmental conditions as stated in loan agreement and produce records if required.

8. The object remains the property of the lender throughout and any extraordinary uses or treatments, any third party loan requests or reproduction requests must be communicated to the lender for permission.
9. The lender, or his agent, is free to inspect the loaned objects at any time during the period of the loan, provided reasonable notice is given.