

Conditions of Loans Out

Royal Albert Memorial Museum & Art Gallery (RAMM)

1. Introduction

RAMM is one of the UK's leading regional museums. It opened to the public in 1868 in Exeter and has acquired internationally important collections that now number in excess of 1 million objects and specimens. The diverse collection includes fine and decorative art, costume, ethnography (world cultures), archaeology, local history, geology and zoology. More details on RAMM's collections and their development are available in the Collections Development Policy 2014-19 (available on request from Collections Team staff).

2. Lending policy

RAMM encourages lending to exhibitions or for specified research, conservation and analysis as a way of making collections more widely available to the public. In recent years the museum has supported an active programme of loans allowing our collections to be seen in new contexts and by new audiences both in the UK and internationally. We only consider time-specified loans (maximum of 3 years) and no longer agree to provide 'long-term' loans.

RAMM needs to balance the work involved in these loans with its own very considerable programme of exhibitions and gallery displays. To justify releasing collections on loan, we must be convinced that there is evidence of increased public benefit and/or engaging new audiences. It needs to be borne in mind that handling, packing, movement, transportation and installation of objects and specimens inevitably place these pieces at some risk from damage. Loan requests are therefore subject to a formal procedure and all costs will be borne by the borrower (see Appendix A). Before making a formal request we strongly advise borrowers to make informal enquiries.

3. Informal Enquiries

RAMM's Collections Team can advise on the selection and availability of objects and specimens for loan. Borrowers can undertake research in advance utilising the online database: <http://www.rammuseum.org.uk/collections> which features a selection of RAMM's collections. In addition, where possible we recommend a visit to view and discuss any objects under consideration. A charge will be made by RAMM if considerable

staff time is undertaken for an initial enquiry which does not subsequently lead to a loan request being made.

4. Formal Requests

If, after carrying out preliminary enquiries, the loan request is to be pursued then a formal request should be made in writing to RAMM's Museum Manager. It is desirable for request letters to be received at least nine months prior to the beginning of the loan period. The request should provide as much information as possible, with the following elements essential:

- ▶ Precise details of the required object(s)
- ▶ Name and contact details of borrower
- ▶ Purpose of loan (if it is an exhibition please include the title and a summary of the content)
- ▶ Proposed dates of loan
- ▶ Details of proposed indemnity or insurance provisions
- ▶ An up-to-date and completed UKRG facilities report
- ▶ If in a public venue, provide estimates of expected audience

RAMM will acknowledge the receipt of a formal request. Any subsequent changes made to the essential information in the formal letter may invalidate the request, so please ensure you keep RAMM informed of any changes.

5. Notice and Approval

The formal loan request will be presented at RAMM's Collections Team meeting for consideration. This is held once every three weeks. For particularly complex or contentious loans the request will be taken to RAMM's Museum Management Team for discussion. RAMM will consider the request on the basis of its public benefit, audience reach, ethical considerations, risk assessment based on security or conservation concerns for the object, as well as any logistical constraints determined by the museum's own programme. In cases where loan requests include objects which are on loan to RAMM, consultation with third parties will be required; it may be that RAMM does not have the right to loan such objects.

6. Notification

It may take up to eight weeks to make a decision for a loan request. During this period RAMM staff may ask you for more information to enable a decision to be made. If unsuccessful in your request we will endeavour to let you know as soon as we can and let you know the reasons why we have declined the request.

7. Environmental Conditions

If a loan is agreed in principle a member of the RAMM Conservation team may contact you to discuss acceptable/achievable environmental conditions, which will be specified on the Loan Agreement Form. See Appendix B for guidance on environmental conditions.

8. Loan Agreement Form

If a loan is agreed in principle, we will draw up a Loan Agreement Form (LAF) which includes details of the requirements for environmental conditions, security, display, photography and reproduction, insurance/indemnity, courier arrangements and any special conditions pertaining to the loan. At this stage we will also provide a cost of the loan. This will generally cover:

- ▶ Administration fee
- ▶ Photography
- ▶ Conservation work (although generally objects in a poor condition will not be released for loan)
- ▶ Preparation of mounts, supports, cradles etc. (if undertaken by RAMM)
- ▶ Condition checking and packing (time and materials)
- ▶ Transport (if undertaken by RAMM)
- ▶ Courier fees, accommodation and travel

Other costs will be borne directly by the borrower or their contracted fine art agent:

- ▶ Transport
- ▶ Insurance
- ▶ Bespoke packing cases (generally constructed by a third party with brief supplied by RAMM)

The LAF will be signed by the borrower and lender and at this stage both parties are committed to the loan.

9. Documentation

An Exit form must be correctly completed, signed by RAMM and the Borrower and filed when the loan passes out of RAMM's care.

10. Damage

Any damage or loss to the loaned Object(s) must be reported immediately to the named representative on the LAF. In the unlikely event that an object is damaged during a loan, the borrower will be expected to cover the costs of an inspection visit by RAMM staff and the removal of the work. Borrowers will be expected to bear the costs of conservation.

Any breaches of security, even when not directly affecting RAMM loans, should be reported to RAMM.

11. Acknowledgement

RAMM's loan must be acknowledged on the exhibit labels and in any catalogue as 'Royal Albert Memorial Museum & Art Gallery, Exeter City Council', or as set down in the LAF.

12. Termination

Termination of a proposed loan must be made in writing. Unfortunately, even if cancelled for valid reasons, we would normally charge for expenses already incurred, such as conservation, packing and framing.

13. Payment

The Borrower shall be invoiced after despatch of the Object(s) from RAMM and must pay the invoice within 30 days of receipt.

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APPENDIX A – Potential costs to the Borrower

All charges relate to actual costs incurred by RAMM for loaning items from its collection.

Activity	Rate of Charge	Unit of charge
At First Enquiry:		
Admin	Free of charge ¹	£0
At time of loan agreement:		
Admin	Per loan, per hour	£50
Condition checking by conservation	Per report (similar items may be grouped)	£60
Conservation (if required)	At cost ² In-house, per day Freelance, per day (up to) Cost of materials is extra	£150 £350
Mount making (if required)	At cost, per hour	£16
New object photography (if required)	Professional photographer, per day	£200-500
Image licensing (if required)	Image use solely for publicity is free. Use of image in display or catalogue charged as per Exeter City Council Fees and Charges	See fees and charges document ⁵
Packing	Variable cost, according to existing availability of resources	Price on application
Transport	ECC or courier as required. To include staff time, per diem, transport and accommodation (if necessary)	Price on application
Insurance valuation	To be funded and arranged by the Borrower, with approval by RAMM	Paid directly by the Borrower

Activity	Rate of Charge	Unit of charge
Insurance	To be funded and arranged by the Borrower, with approval by RAMM	Paid directly by the Borrower
Licenses (if required e.g. CITES; Customs and Excise)	To be funded and arranged by the Borrower	Paid directly by the Borrower
At renewal:		
Admin	Per loan, per hour	£50
Condition checking 3 (if required)	At cost ² In house, per day: Freelance, per day (up to): plus transport & accommodation	£150 £350
Conservation (if required)	At cost ² In-house, per day Freelance, per day (up to) Cost of materials, transport and accommodation are extra	£150 £350
Insurance valuation, insurance, licences	As above	Paid directly by the Borrower
At loan return:		
Admin	Per loan, per hour	£50
Transport	ECC or courier as required To include staff time, per diem, transport and accommodation (if necessary)	Price on application or paid directly by the Borrower if external courier used
Condition checking	Covered by initial loan fee	£0
Conservation ⁴ (if required)	At cost ² In house, per day: Freelance, per day (upto): Plus materials	£150 £350

Estimated cost for a straightforward loan of one object not requiring conservation to a mainland UK institution is likely to be in the region of £110 plus transport and insurance.

Explanatory notes:

1. A charge of £150 will be made by RAMM if considerable staff time (i.e. more than half a day) is undertaken for an initial enquiry which does not subsequently lead to a loan request being made.
2. Depending on resources, timescales and expertise this will undertaken in-house or by a freelance conservator
3. The requirement for condition checking at renewal will be reviewed on a case-by-case basis, according to the material and fragility of the object being loaned
4. If an object is damaged during the loan period the costs for remedial conservation will be charged to the recipient institution
5. The current fees and charges can be downloaded from the Exeter City Council website. Alternatively, if images are available they may be supplied and licensed via <http://www.bridgemanimages.com/en-GB/collections/collection/royal-albert-memorial-museum/>

Within the framework of existing partnerships and in exceptional circumstances the Museum's Head of Service has the right to vary or waive charges. Fees quoted are correct as at November 2015 and will be subject to annual increase.

APPENDIX B - Guidance on Environmental conditions

The borrower shall actively engage with RAMM's Conservation representative to agree appropriate and achievable environmental conditions for the unpacking, storage and exhibition of the object(s) on loan. The borrower shall be required to demonstrate their ability to meet these conditions for the period of loan. General guidelines:

1. Temperature & Relative Humidity

- 1.1. A maximum temperature of 27 degrees Celsius is permitted. Temperature should not vary by more than 4 degrees Celsius in any 24 hour period unless relative humidity remains stable.
- 1.2. Relative humidity is to be maintained between 45% and 65% for the majority of object types. For humidity-sensitive objects it should not vary by more than 10% in any 24 hour period or by more than 15% during the course of the loan. It may be more achievable for these conditions to be maintained within a display case.
- 1.3. The object must never be placed in close proximity to sources of heat, cold or strong air-currents (radiators, fireplaces, dehumidifiers, air-conditioning outlets or intakes).
- 1.4. If requested by the Museum the borrower shall ensure that air conditioning systems are in operation 24 hours a day and are not turned off until the object has left the area.

2. Light

- 2.1. Daylight may be used for the illumination of most classes of object provided that:
 - 2.1.1. It is controlled by curtains, blinds or other sunscreens so that the average illuminance is no more than 200 lux per hour of public display and UV light is excluded (see 2.3). The object must not be exposed to direct sunlight.
 - 2.1.2. Curtains or blinds should be closed to completely exclude daylight when the exhibition is closed to the public.
 - 2.1.3. The more vulnerable classes of object, such as works on paper, photographs and unprotected textiles are best displayed under artificial light (see below).
- 2.2. Artificial Light may be used for the illumination of most classes of object provided that:
 - 2.2.1. It does not exceed 200 lux.
 - 2.2.2. For materials particularly vulnerable to damage by light illumination must not exceed 50 lux.
 - 2.2.3. For all categories, a maximum illuminance of 10 lux is allowed during closed periods, except for short periods for cleaning and similar routine activities.

2.2.4. Film and TV lighting may not be used. The Museum's objects must be protected from the intense lights used for these purposes if neighbouring objects are photographed or filmed.

2.3. Ultra violet (UV) radiation is a damaging and unnecessary component of daylight and light from fluorescent and other discharge lamps. Filters should be used to reduce UV to levels as close to zero microwatts per lumen as possible.

3. Atmospheric pollution

3.1. In areas of heavy pollution, active measures must be taken to exclude or reduce levels of gaseous pollution. Objects should not be exposed to concentrations of sulphur dioxide or nitrogen oxides in excess of ten micrograms per cubic meter or ozone in excess of two micrograms per cubic meter.

3.2. A high standard of dust filtration is required when a mechanical ventilation system is employed.

3.3. Smoking is not permitted whilst the object is in exhibition or preparation areas.

3.4. Any display case enclosing the object will be dustproof.

4. Other

4.1. The object should not be exposed to areas or objects infested with wood boring or fur eating insects, other pests or fungus infections.

4.2. Food and drink is not to be consumed in the area where the object is stored or displayed.