



CAMBRIDGE UNIVERSITY LIBRARY

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The loan of items to external exhibitions: policy and guidelines

1. Introduction

Cambridge University Library welcomes applications from other institutions to borrow items from its collections for exhibitions. Institutions wishing to request a loan are advised to read the following guidelines in advance of making a request, and to contact the Library **at least six months before the planned installation date of the exhibition**, as advised below.

In assessing loan requests, we will consider the condition of the items, any planned use of the items by ourselves during the period of the exhibition, the importance of the items to the exhibition, the facilities of the institution submitting the request, and the resources available to expedite the loan. The formal approval of the Library Syndicate is required for all loan requests.

2. Submitting a request

- Requests should be made in writing by the borrowing institution (the Library does not lend to private individuals) and should contain:
 - the name, address, telephone and fax no., and email address of the borrowing institution
 - the name, position and contact details of the senior member of staff making the request
 - the location, title, and dates of the exhibition
 - the purpose of the exhibition and the role the Library's material is intended to play in the exhibition
 - full details of the item(s) requested, including the Library's classmark; **for bound volumes, the opening(s) to be displayed is essential**
 - a full facilities report for the premises where the proposed loan item(s) is to be exhibited
- Requests must be received **at least six months before the planned installation date of the exhibition** (i.e. before press or media days, and the date of opening to the public).
- The initial application should be sent to the Head of Special Collections.

3. General conditions of loan

- We will not lend to travelling exhibitions. Subject to approval we will lend to an exhibition at one location only, and will send and collect items to/from that location only.

- We will lend for a *maximum* of six months duration from the date the items leave the Library until the date of return here.
- Only in exceptional circumstances will we loan more than two items to an exhibition venue though this number can be subject to variation due to the form and age of the items as well as their rarity.
- We will require in due course a formal loan agreement signed by the head of the borrowing institution or their deputy and countersigned by the exhibition's registrar and senior curator.
- If none exists already a digital facsimile of the item(s) will be made by us before the item(s) are loaned, and the cost of this will be met by the requesting institution.
- No photographs may be taken of the item(s) by the requesting institution or visitors to the exhibition without our prior permission.
- The source of the loan ('By permission of the Syndics of Cambridge University Library') will be acknowledged in full both on the exhibition label for the item and in any exhibition catalogue (in the case of items from deposited collections a further credit may be required).
- Two complimentary copies of any exhibition catalogue will be sent to Cambridge University Library.
- Any dispute arising from the loan shall be determined in an English court of law.

4. Costs

Currently it is not the policy of Cambridge University Library to charge fees to institutions for our agreement to lend to exhibitions. However, we expect to be reimbursed in full for all the expenses we incur as a result of our fulfilling loans, which will in all likelihood be high. Reimbursement will be required to cover all of the following (unless, with the agreement of Cambridge University Library, the borrowing institution arranges and pays for such services directly), which is not intended to be an exhaustive list:

- Management time
- Curator's preparation time
- Fees for independent valuation-for-insurance
- Conservator's preparation time
- Conservation materials required
- Acrylic cradles/stands/supports
- Condition checks and reporting
- Photography for condition reporting
- Photography for use in catalogues (reproduction fees will also apply)
- Photography for temporary export licensing purposes (if loan is international)
- Costs of making a digital facsimile where none exists already
- Export licensing costs (if loan is international)
- Inner, secondary and outer packaging, boxes and cases
- Transportation of the item(s) on sending to and returning from the exhibition
- Transport agent's costs on outward and return journeys
- Business class travel for one or more couriers in both directions, who must be Cambridge University employees
- For each case hand-carried on an aircraft a seat must be booked for the case in addition to the courier

- If required, suitable accommodation for the courier(s) on occasions of both installation and de-installation
- Personal expenses of the courier(s) at a *per diem* rate to be fixed by the Library for all times University staff will be away from the Library
- Personal travel insurance for the courier(s) at all times they will be away from the Library
- Insurance of items in transit

If the exhibition is cancelled all reasonable costs incurred to date will be met by the requesting institution.

5. Transportation

- It is expected that the borrowing institution will appoint a transportation agent, who must be approved by Cambridge University Library.
- We will consider applications to use various means of transport but will decline proposals requiring methods that may adversely affect the item(s).
- In the case of loans to exhibitions abroad, the appropriate export licence and security clearance at the airport must be obtained on behalf of Cambridge University Library by a carrier or agent approved by the Library.
- We will not allow warehouse storage of our property in transit to an exhibition; the couriers will make one journey from the Library to the exhibition location and one journey in return.
- It is expected that the host institution will have secure interim storage, in terms of fire and security against physical harm, theft and unauthorised access in which to place cases or crates containing our objects after the couriers arrive at the destination, to be held there until such time as installation can be completed. In reverse, storage in which after de-installation the packed cases or crates can be placed until the couriers can reclaim them on commencement of the return journey to Cambridge. In neither case should this interim storage be for more than 24 hours.

6. Environmental and security conditions and procedures

It is highly desirable that environmental conditions fall within the parameters recommended by PD 5454:2012, 'Guide for the storage and exhibition of archival materials'. The borrowing institution must guarantee standards of:

- Ambient temperature levels between 13 and 25°C (60.8 and 66.2°F), with the temperature not remaining above 22°C for the duration of an exhibition
- Ambient relative humidity levels (45–60% RH)
- Stability in ambient relative humidity +/- 5% RH
- An invariant illumination level of less than 50 lux on the surface of the item(s)
 - The ultra-violet content of the light should preferably be eliminated (or register below 75 micro-watt lumens maximum)

In addition:

- Any objects other than normal library collection material that it is proposed be included in cases and vitrines containing our item(s) must be notified to the Library well in advance. This will include museum objects and organic material (e.g. animal specimens).

The University staff acting as couriers will expect to carry out independent checks on environmental conditions during installation and de-installation.

The borrowing institution must guarantee the security of the Library's items at all times they are within the borrowing institutions premises and the exhibition gallery. If the borrower, for reason of security, wishes to withhold precise details of alarm systems, please make that clear.

- Cases and vitrines must be fitted with full security alarms, locally sounding and centrally monitored.
- There must be fire and intruder alarms covering the gallery containing our objects.
- The gallery should be fully locked, secured and intruder/fire alarms set during closed hours.
- Security guard patrols should be made during closed hours around the gallery.
- Security guard or custodian presence must be maintained at all times the exhibition and gallery are open.

Installation and de-installation

The University's staff will handle the item(s) at all times. This includes unpacking the cases immediately containing the Library's item(s). If it is necessary or desirable that the borrowing institution's conservators, curators or specialist staff handle the item(s), permission of the Library's staff present must be sought.

- At an appropriate time before installation a report on the condition of the items must be agreed and signed with the installation day's date by both the University's and the institution's authorised staff.
- At an appropriate time after de-installation a report on the condition of the items must be agreed and signed with the de-installation day's date by both the University's and the institution's authorised staff.
- The University staff acting as couriers will expect to photograph for record purposes of both the installation and de-installation of the Library items.
- The senior curator and/or the registrar is expected to be present at both the installation and de-installation so that the Library's couriers can refer questions relating to the fulfilment of the formal agreement to the curator or registrar.
- After condition reporting and installation the cases will be locked in the presence of the University couriers and the security alarms set, and the alarms will not be unset and the cases will not be unlocked or opened until the couriers return to de-install the item(s).
- The University couriers have authority to refuse to proceed with the loan if for any reason they have objections to the manner in which the objects are treated or if in their opinion the agreed conditions are not met.
- The borrowing institution will be liable for any damage sustained by the item(s) during the period of the loan.

7. Catalogues and display

After our agreement to lend to the exhibition, Cambridge University Library will not ask to authorise the academic or scholarly content of the exhibition though our curators are available for consultation on such matters. We do ask:

- That in formally or informally published catalogues the full classmarks of our item(s) are quoted in some part of the publication together with the acknowledgement *Items belonging to Cambridge University on loan by permission of the Syndics of Cambridge University Library.*

- Each case/vitrine label for our item(s) must bear the text *Cambridge University Library*.
- We prefer, but do not insist, that labels and captions bear the full classmark(s) of the item(s) labelled.
- The design of acrylic cradles/stands/supports must be agreed between Cambridge University Library and the borrowing institution well in advance of the installation date, and the Library's decision is final.
- We shall wish to be advised at a reasonable time before installation what other material from which institutions will be included in the cases or vitrines containing Cambridge University Library item(s).

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