

Short and long-term loans out

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Introduction – why we lend

Lending to UK and international galleries and museums raises the profile of Aberdeen and its collections. The presence of loans from the city's collections in the borrowing venues contributes to worldwide promotion of Aberdeen and its attractiveness as a cultural tourism destination. Loans enable us to showcase the quality of the collection to a new segment of potential visitors, broadening access to the collection and reaching new audiences. Items which might otherwise be in storage are made available to the public.

An active loans programme enables us to:

- contribute to Aberdeen City Council's Local Outcome Improvement Plan themes (LOIP):
Prosperous Economy - works of art on loan to UK and overseas venues strengthens the city's links, raises the profile of the city and its art collections and drives tourists to visit Aberdeen as a cultural tourism destination
Prosperous people – a sense of pride for our people as works of art are loaned to prestigious UK and international venues. Extensive publicity and promotion surrounding exhibitions serves to raise the profile of our collections
Prosperous Place - enhances Aberdeen and the wider city region's inward investment and international offer by presenting the strength of the city's collections and cultural offer to overseas visitors
- increase academic research into our objects within a different context
- foster partnerships with other Museums and Galleries

Scope

This document outlines Aberdeen Art Gallery & Museums (AAGM) guidelines and procedures for short and long-term loans out.

- The policy applies to the loan of accessioned Item(s) in the museum's collection
- The hire of works under the Collection Loan Scheme is outside the scope of this policy.
- The policy does not apply to any Item(s) leaving the museum for purposes of conservation, mounting or framing. The gallery's exit form covers these movements
- If the purpose of conservation is directly linked to the loan and takes place at the borrowing institution this policy will apply

Requesting a loan

Borrowers are encouraged to discuss potential loans with a relevant curator before making a formal loan request by email curators@aagm.co.uk or phone 03000 200 293.

Request letters should then be made in writing to the Art Gallery and Museums Manager, either by post or attached to an email marked **FAO Christine Rew** to:

Aberdeen Art Gallery
Schoolhill
Aberdeen
AB10 1FQ
manager@aagm.co.uk

Requests should be made as early as possible but with a **minimum** of 6 months' notice for UK loans and 9 months for international loans. Deadlines are datable from receipt by AAGM of a formal request letter.

Request letters should include:

- The object's title or name, maker/artist and accession number
- Exhibition dates and information relating to further venues
- A brief justification for the loan within the context of the exhibition
- Contact details for the registrar or loan administrator
- An indication of how the borrower will insure the loan on a 'nail to nail' all risks basis i.e. Government Indemnity or commercial insurance
- If possible, supply completed UKRG facilities reports and environmental charts for the exhibition period one year prior to the proposed exhibition dates

Loan Procedure

New loan requests are assessed by the relevant Lead Curator (and wider team), Head of Collections and Loans Officer. The Lead Curator passes their recommendation onto the Art Gallery & Museums Manager for final approval.

The Loans Officer will then inform the borrower of the decision. This is usually done within 4-6 weeks of receipt of the request letter.

Lending criteria

Duration

AAGM will consider requests for the loan of any accessioned object in the collection although several criteria will be taken into account. All loans will be for a fixed period. Duration is dependent on loan type and the sensitivity of the object:

Short term loans

AAGM will normally lend objects to a temporary exhibition for no more than 12 months.

Long term loans

Long term loans are agreed up to a maximum of 5 years with the option thereafter to renew on a yearly basis. Requests to renew should be made to the Loans Officer 6 months prior to the end of the loan. Requests should include condition reports for each item with accompanying images. The Loans Officer should also be informed 6 months in advance of the return of a loan.

Touring exhibitions

AAGM will not normally lend to touring exhibitions with more than three venues or which exceed a 12-month period.

Who we lend to

- Accredited museums and galleries within the UK and internationally
- Educational institutions
- Public and charitable bodies, where public access can be guaranteed

How requests are assessed

Requests will be assessed on the following criteria:

- The borrower has demonstrated the importance of the object to their exhibition or research
- The loan will help to raise the profile of AAGM
- The exhibition will provide further academic research into AAGM Collections
- Environmental and security conditions at the proposed loan venue can be met
- The object is stable enough to travel and suitable for the display period requested
- AAGM has the staff capacity to process the loan
- The loan helps AAGM to strengthen partnerships with other institutions

Why a loan might be refused

- Processing the loan is detrimental to AAGM's own programme
- The object is already committed elsewhere during the same period
- The object is too fragile to travel
- The object has travelled or been handled frequently over the last three years
- Insufficient notice has been provided
- There is insufficient research in the proposed request to justify the loan and enable a greater understanding of the object
- The borrowing venue cannot supply sufficient facilities reports and/or acceptable environmental readings
- The borrowing venue is unable to meet the costs associated with the loan

Care of objects

Borrowers should refer to our 'Conditions of Loan' document for guidelines on how our objects should be cared for whilst on loan. A copy of this document will be sent to the borrower at the outset. Once the borrower has confirmed in writing that they can cover all loans costs, satisfactory facilities reports have been received and the Loans Officer is confident that the venue complies with the standards expected of it, a loan agreement will be issued for signature.

As a general rule, all framed works of art should be glazed with laminated glass (or Perspex/Low Reflect Acrylic for larger works) prior to loan to ensure the safety of the work. It is the borrower's responsibility to cover these costs.

Loan costs

The borrower will be required to cover all costs relating to the loan, including but not limited to:

- Administration fee. In the case of touring exhibitions within the UK an administrative fee will be charged to the organising venue only. For international tours (even if they originate in the UK) each venue will be charged.
- Transport costs
- Insurance

And when necessary:

- A conservation assessment by an external conservator
- Conservation treatment
- Mounting/ framing/ glazing
- Packaging/crating
- Courier per diem/expenses, travel and accommodation

Additional costs relating to specific items or exceptional circumstances will be communicated to the borrower in the decision letter.

Insurance

It is the borrower's responsibility to insure the objects on an all-risks, 'nail to nail' basis. If insuring commercially, a copy of the insurance policy should be received in advance for approval. Insurance certificates should be received at least two weeks prior to despatch.

Couriers

Where AAGM requires a courier for a loan it is the borrower's responsibility to cover all reasonable courier costs.

UK loans requiring courier

The borrower will provide:

- Travel tickets for rail or reimbursement for mileage
- Taxi fares to/from the airport where flights depart/arrive outside of public transport timetables or where the destination cannot be easily reached by public transport
- Accommodation close to the borrowing venue
- Per Diem at an appropriate rate

International loans requiring courier

- When couriers are accompanying objects on a flight and travelling outside of Europe, business class or premium economy flights will be required.

- Taxi fares to/from the airport where flights depart/arrive outside of public transport timetables or where the destination cannot be easily reached by public transport
- Accommodation close to the borrowing venue
- Per diem at an appropriate rate

Requirement for a courier is based on the following criteria:

- The nature of the object, value, condition, handling requirements
- Installation complexities
- If the loan is to venue previously unknown to AAGM or not previously loaned to by AAGM
- Multi-object loans
- Difficult or long journeys

AAGM will try to reduce courier costs where possible. The need for a courier for each loan will be assessed and if appropriate AAGM will liaise with other British Institutions to courier-share. There may also be circumstances where a courier is only necessary for the installation.

End of loan reporting

At the end of the loan the borrower should supply the Loans Officer with the following information:

- Numbers of visitors to exhibitions or other activities associated with objects on loan
- Copies of any publicity material that relates to activities the loan was used for, and any resulting press and media coverage
- Damage or theft to any object at the same venue as the loan/s during the loan period

And where possible:

- Information available about the range of audiences reached through the loan
- Copies of any materials associated with the loan, such as the findings of any research; labels, text panels, catalogues
- Details of any associated programmes, lectures or workshops, or targeted educational programmes
- Links to any social media sites that relate to the items on loan and associated activities