Borrowing Objects from

Royal Museums Greenwich

Guidelines, Terms and Conditions for Loan

[**Section 1 Borrowing from RMG** 3](#_Toc490560196)

[1. Who can NMM loan to? 3](#_Toc490560197)

[2. Lending criteria 3](#_Toc490560198)

[3. Requesting a loan – the process. 4](#_Toc490560199)

[Step 1 - Preliminary research and enquiries 4](#_Toc490560200)

[Step 2 - Making a formal request 4](#_Toc490560201)

[Step 3 – Collections Development Committee 5](#_Toc490560202)

[**Section 2 Conditions governing the loan of objects from the Collection**. 5](#_Toc490560203)

[1. Loan costs 6](#_Toc490560204)

[2. Crating loans 7](#_Toc490560205)

[3. Couriers 7](#_Toc490560206)

[4. Transport 7](#_Toc490560207)

[5. Security 8](#_Toc490560208)

[6. Insurance and Government Indemnity Scheme (GIS) 8](#_Toc490560209)

[7. Valuations 9](#_Toc490560210)

[8. Photography and Reproductions 9](#_Toc490560211)

[9. Loans Acknowledgement 10](#_Toc490560212)

[10. Cancelling a Loan Request 10](#_Toc490560213)

[**Section 3 Care of the Loan Objects** 10](#_Toc490560214)

[1. General care and treatment of objects 10](#_Toc490560215)

[2. Environmental conditions 11](#_Toc490560216)

[3. Standard environmental requirements 11](#_Toc490560217)

[4. Events 13](#_Toc490560218)

[5. Emergency Plan 13](#_Toc490560219)

[6. Display of NMM objects 13](#_Toc490560220)

**Appendix 1 Display Requirements for borrowing from NMM-Confidential**

**Appendix 2 NMM courier Requirements**

**Appendix 3 GIS Security and Environmental Guidelines**

**Appendix 4 GIS Transport Guidelines**

**Appendix 5 GIS Food and Drink Conditions**

#

# Section 1 Borrowing from RMG

Royal Museums Greenwich holds world-class collections, including historical maritime items, art, and photography. Through our loans programme, we are committed to making our collections accessible to the widest possible audience. Our loans programme enables us to make items not on display in Greenwich available to other organizations. Through this work our collections are seen by a wider audience across Britain and around the world.

**Please note:**

The Museum's founding legislation is the National Maritime Museum Act (1934), which established a Board of Trustees who are a statutory corporation by the name of the Trustees of the National Maritime Museum and who have “the general management and control of the Museum”[[1]](#footnote-1). Therefore all legal and financial documentation will reflect the National Maritime Museum and not Royal Museums Greenwich (RMG).

RMG is the umbrella brand name encompassing the National Maritime Museum, the Queen’s House, the Royal Observatory Greenwich and the Cutty Sark.

# Who can NMM loan to?

NMM will consider lending to any heritage organisation as specified in section 16.2 of the National Heritage Act (1980). NMM is also empowered, although has no duty or remit, to lend to any Crown body. A full list of Crown bodies can be found in the Civil Service Yearbook. All borrowers must comply with our terms and conditions and also with any relevant requirements of the National Security Adviser, Arts Council England.

# Lending criteria

We assess all loan requests against the following criteria:

* is the requested object available for loan i.e. not required by Royal Museums Greenwich for gallery display, temporary exhibition or education programmes, or already promised for loan elsewhere?
* does the proposed loan support our mission to widen and enhance physical and intellectual access to our collections?
* does the request meet our minimum notice periods, which are six months for UK borrowers and twelve months for international borrowers?
* is the requested object robust enough to travel?
* how do the resources needed to prepare the loan impact on our wider programme?

**Useful notes**

* the required notice period is datable from receipt of a formal loan request to the National Maritime Museum listing the desired items
* loan requests should quote the Museum’s collection catalogue reference number(s) wherever possible
* the Museum cannot guarantee to consider loan requests that do not meet the stated notice periods
* the Museum will not accept notice of intention to submit a 'late' request.
* the Museum considers loans for temporary exhibitions and displays (up to 1 year) and for long term loans (3 years +).

# Requesting a loan – the process.

### Step 1 - Preliminary research and enquiries

Much of NMM’s collection is catalogued and available to view on line: Objects and art works: <http://collections.rmg.co.uk/> Archives: <http://collections.rmg.co.uk/archive.html#!asearch>

If you are interested in borrowing objects for your exhibition, we would suggest that you contact us well in advance of our deadlines (6 months UK loans, 12 months elsewhere) to discuss your exhibition proposal in more detail and find out how we can help.

### Step 2 - Making a formal request

Formal loan requests must be made in writing on institutional letterhead and addressed to the Director, Royal Museums Greenwich. Requests should include the following details:

* title of the exhibition or display
* exhibition venue(s) and key dates
* exhibition organizer contact details
* whether a tour is planned (or not) and an indication of possible venues and dates
* general outline of the exhibition topic and aims
* list of items requested, quoting Museum collection catalogue reference numbers wherever possible
* reason for requesting items from the collection
* An undertaking to meet all direct costs arising from the loan. Costs may include conservation, photography, packing, transport, insurance, couriering. Further details on costs can be found in Section 2 below.
* A UK Registrar's Group Standard Facilities and Security Report for each venue, including information about the environment and security set-up.
* Environmental data from the proposed display space.

**Useful notes**

* Any changes made to the details submitted must be confirmed in writing to the Museum.
* We will not undertake to provide a substitute object in the event of an object being withdrawn from exhibition.
* It is helpful if you can forward a copy of the formal request letter to loans@rmg.co.uk.

### Step 3 – Collections Development Committee

Formal loan requests are forwarded to the Registration Department who coordinate the loan assessment process. This involves intensive consultation with colleagues across RMG and, following the monthly Collections Development Committee meeting, a decision will be reached based on the Lending Criteria as described above. This decision will then be approved by the Director and the Registration team will communicate this to the requesting venue.

If the loan is approved, the Registration team will prepare a Loan Agreement and work with the borrower to ensure that all the Conditions of Loan are met – these are detailed in Section 2 and 3 below.

The RMG team will:

* respond quickly and efficiently to new loan requests
* discuss requests with curators to ensure items are available and suitable for exhibition aims
* ask the Conservation Department to carry out assessments to ensure items are in a displayable state and able to travel. If conservation work is required a cost estimate will be provided
* specify or approve the agent or carrier for all shipping, packing and transport of the item(s)
* reserve the right to specify a courier to supervise transportation and/or installation of the item(s)
* if it’s a long-term loan, periodically and at the borrower's cost, inspect the item(s) to assure that they are receiving appropriate care and attention

#

# Section 2 Conditions governing the loan of objects from the Collection

All loans from the National Maritime Museum (NMM) are agreed subject to the borrower agreeing to the following conditions:

# Loan costs

Borrowers must pay for the following: insurance; conservation preparation and treatment, frames, glazing, bases, mounts and covers for 3D objects where required; packing cases; all transport costs, including the expenses of couriers from NMM; Borrowers will also be charged if installation by NMM technical staff has been made a condition of loan and they are required to work beyond their normal working hours at the loan venue. NMM will always endeavour to inform borrowers of any additional costs as early as possible.

Only in exceptional circumstances might these costs be abated. Any request for a supported loan must be considered by the Director of the Museum and members of his senior Board. Accordingly, letters of application for abatement should be addressed to the Director so that the merits can be considered carefully before any decision is reached.

**Conservation Costs:**

|  |  |  |  |
| --- | --- | --- | --- |
| Object Type  | Framing or Mounting | Conservation (per hour) | Condition Report |
| Works on paper< | £75 | £50 | £65 |
| Works on paper> | £125 | £50 | £65 |
| Books | £100 | £50 | £65 |
| Painting/Frames | £500/sqm | £50 | £65 |
| Small object  | £80 | £50 | £65 |
| Ceramic and Glass | £80 | £50 | £65 |
| Textile | £250 hire fee, or the borrower may purchase their own. | £50 | £65 |

# Crating loans

NMM staff will prepare and dispatch all objects consigned for loan from NMM. The borrowing institution must store packing crates and materials in good conditions to prevent deterioration.

**UK loans:**

For most domestic loans, paintings will be packed with either a crate, transit frame or soft-wrapped (wrapped in Polythene and cornered with Jiffy foam), depending on the condition of the object and its journey. Any journey requiring overnight, sea or air travel will require a packing crate, as will loans to touring exhibitions. 3D objects are normally packed in specially constructed crates at the borrower's expense.

**International loans:**

Packing crates will always be required for international loans. NMM staff or their appointed agents will carry out packing of the objects.

# Couriers

NMM Couriers are responsible for the supervision of all object handling whilst in transit and may also be required to supervise the installation of NMM objects at the borrowing venue. The courier is the official representative of NMM and has the authority to withdraw items from display where there has been a material breach of the Loan Agreement in relation to the safety and/or security of the Objects.

NMM will assess whether or not to send a courier based on the following factors:

* Previous history of borrowing from NMM
* the conservation or installation requirements of the object(s)
* the complexity of the transportation method.
* the significance and/or indemnity value of the object(s)

NMM will always attempt to reduce the courier costs by liaising with other lenders and by being as flexible as possible whilst ensuring the safety of our object(s).

All travel expenses, as defined by NMM, and associated costs incurred by the courier are the responsibility of the borrowing institution. **See Appendix 2 for further details on courier costs.**

# Transport

Transport arrangements must be approved by NMM before any object will be released for loan. GIS Approved or otherwise known agents only may undertake transportation. If new or unknown companies are proposed, they will be investigated before being endorsed. NMM reserves the right to veto any companies that do not comply with its conditions for the transportation of objects. Transport Agents must meet the GIS transport requirements. **See Appendix 4 for further details.**

* **Customs**

Customs formalities are the responsibility of the borrower; loaned objects must not be unpacked for customs inspection en route. Customs inspections must take place either at the borrowing institution or at NMM (or both). In the event of a work being unpacked by Customs whilst in transit, NMM must be informed **immediately.**

* **Acclimatisation**

Where crated objects have travelled by air, or have been subject to environmental changes during transit, then the crates will need to acclimatise in the display space for at least 24 hours before they are opened for install. This prevents damage to the objects though extreme environmental changes. Borrowers need to be aware of this as it is likely to add additional courier costs.

Empty crates should also be allowed to acclimatise to gallery conditions before objects are packed into them at the end of an exhibition. This should be factored into the decant schedule.

# Security

NMM must submit details of all proposed loans to the National Museums Security Adviser, based at Arts Council England. A loan will only proceed if the Adviser is able to approve the security and fire prevention arrangements at the loan venue. Venues must meet the General Security Conditions and Environmental Conditions that apply under the Government Indemnity Scheme (**See Appendix 3 for further details**) and if the existing arrangements are not sufficient, recommendations to improve them will normally be made. Twenty-four hour invigilation is normally required, although intruder-detector alarm systems for use during closed hours may be considered acceptable under certain circumstances.

# Insurance and Government Indemnity Scheme (GIS)

All objects lent by NMM must be insured against ‘all risks’ and ‘nail-to-nail’. In the case of a touring exhibition, it is preferable for a single policy to be used to cover all journeys and exhibition venues. Alternatively, separate policies can be used so long as there is no gap between cover and the points of exchange are clearly reflected in the Loan Agreement. A copy of the insurance certificate must be with NMM at least 2 weeks before the objects are to be collected. Objects from the Collection cannot be released without proof of adequate insurance cover. NMM reserve the right to request that borrower’s purchase insurance through our broker, Blackwall Green (<http://www.ajginternational.com/corporate-insurance/blackwall-green/>).

* **UK Loans:** NMM may accept cover provided by commercial insurance companies in the form of a copy of their certificate and terms, or a letter addressed directly to NMM from their brokers, or, in the case of local authorities, letters of confirmation from the City Treasurer. In both instances, cover must be against ‘all risks’ and ‘nail-to-nail’, and NMM and the objects with their agreed valuations must be named.
* **International Loans:** NMM will accept indemnities offered by the government of the borrowing institution, provided that details of the indemnity are lodged with NMM well in advance of the release of the objects, for approval. Where an indemnity is not available, commercial cover will need to be arranged at the borrower's expense with Blackwall Green.
* **Government Indemnity Scheme**

NMM is empowered to grant an indemnity on behalf of the Department for Culture, Media and Sport to those institutions that qualify under the Government Indemnity Scheme, as set out in the 1980 National Heritage Act. Applications for government indemnity should be made to the Loans Registrar, NMM. Details on the scheme can be found here: <http://www.artscouncil.org.uk/protecting-cultural-objects/government-indemnity-scheme>

# Valuations

Valuations for loaned items will be supplied by NMM prior to loan. NMM reserves the right to revise the value of any item at any time, to take into account changes in the market value of cultural artefacts.

# Photography and Reproductions

The borrower may reproduce official NMM photographs of loaned objects only in exhibition catalogues and publicity related to the exhibition. The credit line designated by NMM must be used. Permission for the reproduction of images from the Collection can be obtained from the Image Sales team. Queries relating to reproduction rights, fees, and digital files should be made directly to the Image Sales team (**images@rmg.co.uk**) and further details can be found here: [**http://images.rmg.co.uk//en/page/show\_home\_page.html**](http://images.rmg.co.uk/en/page/show_home_page.html).

Objects on loan from NMM may not be filmed, photographed, video recorded or televised without the prior permission of NMM. Requests should be made to the Loans Registrar. Where permission is granted, NMM Filming and Photography Regulations must be adhered to and the operation supervised by a member of NMM staff (at the borrower's expense) or agreed appointee.

# Loans Acknowledgement

Loans from NMM must be credited on object labels as ‘**National Maritime Museum, Greenwich, London’** plus any additional credit as specified in the Object Schedule annex to the Loan Agreement.

# Cancelling a Loan Request

NMM recognises that a loan may be cancelled for valid reasons; however we reserve the right to charge the borrower for any Conservation or other costs incurred in the preparation of the loan up to the date of cancellation.

Once a borrower has been informed of a positive loan decision, the borrower will be asked to confirm that they are able to cover all of the costs involved in the loan. On agreement, the Registrar will take forward the loan preparation and conservation costs will start to be incurred. If the loan is cancelled after this point, then NMM will charge the borrower the conservation costs to up to the date of cancellation.

# Section 3 Care of the Loan Objects

# General care and treatment of objects

Objects may not be handled without prior agreement from NMM staff. Trained gallery/museum staff and recognised fine art packers and shippers only should handle objects. Objects may not be subjected to any form of scientific examination, neither may any conservation treatment be undertaken nor any alteration to the glazing or framing be made without permission from the Loans Registrar, NMM.

# Environmental conditions

All objects require controlled conditions for display, and NMM's Collection includes objects that may require complex or unusual display conditions and/or a tightly controlled environment. Every prospective borrowing institution is required to complete a UKRG Standard Facility and Security Report, which asks for information about existing facilities at the loan venue. In the case of a touring exhibition all venues will be asked to complete the Facilities Reports.

All prospective borrowers are expected to be equipped to continuously record temperature and relative humidity for each separate exhibition space, and should also possess a light meter. Full records of the temperature, relative humidity and lighting during the relevant period in previous years will be required. The borrower will be notified of any specific conditions for individual objects, and will be required to submit to NMM details of how it is proposed to meet these requirements **before** the loan may proceed.

NMM reserves the right to request a borrower to install automatic monitoring equipment in the display space where NMM objects are being displayed and to receive copies of environmental records at the end of the loan period. On very rare occasions, NMM may request weekly or monthly copies of the environmental conditions. Air conditioning systems should be in operation 24 hours a day and should not be turned off until the objects concerned have left the conditioned area, even if the objects are displayed in cases.

# Standard environmental requirements

The following notes are provided as a guide to the standard environmental requirements for certain classes of objects. Sometimes more stringent requirements may have to be imposed but very often NMM is prepared to accept lesser standards of environmental control, especially when the borrowing institution can demonstrate by submitted records that its environmental conditions are known.

**Lighting:**

**Daylight** may be used for the lighting of most classes of objects in NMM's

Collection, provided it is controlled by curtains, blinds or other sunscreens so that the light levels do not exceed 250 lux. Curtains or blinds should be closed when the exhibition is closed to the public. Direct sunlight must always be excluded from the display zone and preferably from the exhibition rooms as a whole (because of the adverse effect on room temperature and humidity). The more vulnerable classes of object, such as objects on paper, photographs and unprotected textiles (such as unprimed canvas) are best displayed under artificial light at no more than 50 lux (see below): daylight should be excluded.

**Artificial light**: when objects are artificially lit an illuminance of no more than 250 lux is allowed. Watercolours, drawings, prints, photographs and all other objects on paper, exposed canvas, or other materials particularly vulnerable to damage by light may only be illuminated at 50 lux. For all categories, a maximum illuminance of no more than 10 lux is allowed during closed periods, except for short periods for cleaning and similar routine activities.

**Photographic, film and TV lighting**: NMM does not allow loans to be photographed, filmed or televised unless special permission has been granted (see Section 2.8 above). NMM's objects must be protected from the intense lights used for these purposes when other neighbouring objects in the exhibition are photographed or filmed.

**Ultra violet light**: UV radiation is a damaging component of daylight and of light from fluorescent and other discharge lamps and is unnecessary for everyday human eyesight. Filters should be used to reduce it to the following standard: the component of the radiation of wavelength shorter than 400 nanometres (i.e. ultraviolet radiation) must be less than 75 microwatts per lumen of total visible radiation.

**Internal Display Case Lighting:** Please see Appendix 1.

**Climate**

 **Temperature control**: Temperature should be maintained in a range between 16-26°C. Temperature should not vary by more than 4°C in any twenty-four hour period.

**Relative humidity** is to be maintained between 40% and 65%. It should not vary by more than 10% in any 24-hour period.

The conditions outlined above cover the majority of the objects in the NMM collection. However, there may be situations where the conditions will need to be controlled to a tighter specification. These conditions will be made clear in the loan agreement.

**Atmospheric pollution**: In areas of heavy pollution, active measures must be taken to exclude or reduce levels of gaseous pollution. A high standard of dust filtration is required when a mechanical ventilation system is employed.

**General**: objects must never be placed in close proximity to sources of heat, cold or strong air-currents (radiators, fireplaces, dehumidifiers, air-conditioning outlets or intakes).

# Events

NMM would not normally permit food or drink to be consumed in areas where NMM objects are displayed. If this is unavoidable, please contact the Registration Team as soon as possible to discuss measures which can be taken to manage the risks to objects. Advice may need to be sought from William Brown and if approved, then the GIS conditions on Food and Drink (**Appendix 5**) would apply. NMM would also expect to see the Event Management Plan.

# Emergency Plan

NMM expects Borrowers to have an Emergency Plan and NMM may request to see this before the loan proceeds.

# Display of NMM objects

**Please see Appendix 1 for details on display requirements for NMM objects.**

1. <http://www.rmg.co.uk/sites/default/files/import/media/pdf//NMM-Act-1934_20030605161102.pdf> [↑](#footnote-ref-1)