



Terms and Conditions for Loans Out

University Collections
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The Borrower is the institution named on the accompanying Loan Agreement. The Lender is the University of Edinburgh, hereafter referred to as the 'University'. The Terms and Conditions for Loan are in place to protect the Borrower, the Item(s) being borrowed and the University.

1. General

- 1.1 All loans from the University are agreed subject to the Terms and Conditions as set out in this document.
- 1.2 All loans are made subject to the Borrower completing, signing and returning the Loans Out Agreement Form.
- 1.3 Loans of items from the University are subject to their availability.
- 1.4 All loans will be for a fixed period with the possibility of renewal. The initial loan period will be between one month and three years.
- 1.5 In the case of loans for temporary exhibitions, the loan period will be the period of the exhibition plus whatever time is reasonably required for transport, preparation, installation, de-installation, packing and return transport.
- 1.6 In the case of long term loans, the Borrower will be required to complete an annual Condition Report including a photograph of the item(s).
- 1.7 Loans will not normally be made to touring exhibitions.

2. Costs

- 2.1 Unless otherwise agreed, the Borrower will bear all direct costs of borrowing including: insurance, cost of transport, conservation treatment and preparation, display preparation (material costs), official photographs supplied by the University, independent valuation (if required) and any additional packing requirements.
- 2.2 For any item, the University may wish to send a courier who will be responsible for supervising handling, installation and de-installation. The Courier, as the University's representative, has the right to withdraw the item(s) from display where the stipulated requirements have not been met. All courier costs, including travel and subsistence will be borne by the Borrower.
- 2.3 The University wishes to encourage public access to the collections and therefore does not charge a loan fee for lending to public exhibitions.
- 2.4 The University will work with the Borrower to ensure costs are kept to a minimum.





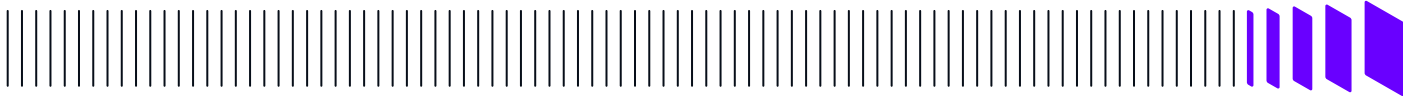
3. Care and obligations of Borrower

- 3.1 The Borrower must complete a *UK Registrars Group Facilities Report, Display Case Supplement and Security Supplement* to the University's satisfaction prior to the loan going ahead.
- 3.2 The conditions of display and the provision for security in the borrowing institution must comply with the standards imposed by the UK Government in its *Guide to Security & Environmental Conditions under the Government Indemnity Scheme* (National Heritage Act 1980 Section 16). In particular, there must be adequate security from both fire and theft, and items must be displayed in a locked showcase or secured to adjacent wall or floor space. The exhibition area and showcases must conform to appropriate atmospheric, temperature and lighting controls, and exhibition arrangements overall should meet BS 4971:2017 Conservation and care of archive and library collections, BS EN 16893:2018 Conservation of Cultural Heritage or SPECTRUM standards as appropriate.
- 3.3 The University reserves the right to impose special conditions for exhibits at any time, and to inspect exhibition facilities prior to giving approval of the loan. For certain high-value loans, borrowers may be asked to ensure that the exhibition facilities have 24-hour warding.
- 3.4 The University may request additional measures of care and security on the advice of its own staff or that of specialists. Any special requirements for transport, handling, environmental control or security will be specified on the Loans Out Agreement Form.
- 3.5 All items will be condition checked prior to going on loan and when returned from the loan. A condition report will be provided to the Borrower.
- 3.6 Exhibition items must not be removed from the case or hanging/installation system in which they are being displayed without prior consultation and approval from the University, apart from in case of emergency.
- 3.7 If the Borrower wishes to handle or move any items during the course of the loan, the Borrower will ask the University for written permission. If the item is for research purposes, the proposed handling and movement methods will be discussed and agreed in writing prior to the item(s) going out,
- 3.8 Items must not be filmed, photographed or reproduced in any way, in whole or in part, without prior consultation and approval from the University.
- 3.9 Full acknowledgement to the University for the item on loan must be made in the descriptions of exhibits in any labels, catalogues or related publications. Loans must be credited: *Lent by The University of Edinburgh*. Two copies of any published material must be provided free of charge to the University. Visitor figures, with demographics and press cuttings, if available, to be sent to the University after the conclusion of the loan.

4. Insurance

- 4.1 All items lent by the University must be insured against "all risks" and "nail-to-nail", the responsibility for arranging this insurance lies with the Borrower. The Borrower must supply a copy of the insurance certificate at least two weeks prior to transport of the item(s).
- 4.2 The valuation of the item(s) will normally be arranged by the University. It is the responsibility of the Borrower to ensure the item(s) are insured to the required value.





5. Monitoring

- 5.1 For some Item(s) the University may require the Borrower to report regularly regarding the conditions in which the Item(s) is kept. If this is the case, the University will inform the Borrower of the details required in advance of the loan being agreed.
- 5.2 The Borrower agrees to grant access to the Item(s) to any individual or body designated by the Lender at all reasonable times.

6. Termination

- 6.1 The University or Borrower may terminate the loan with a minimum of three months' notice in writing.
- 6.2 The University reserves the right to recall any item on loan immediately if it has good reason to believe the Borrower is not complying with the *Terms and Conditions* of the loan.

7. Return of Exhibition Item(s)

- 7.1 For an exhibition loan, the Borrower must contact the University at least four weeks before the close of an exhibition to make the arrangements for the return of the item(s).
- 7.2 Any change of plan for the exhibition must be reported to the University immediately, and the University reserves the right to withdraw its permission for the loan in light of such change.
- 7.3 Any request for an extension of an exhibition loan must be made in advance, by writing, and the University reserves the right not to accede to such an extension. If written permission for an extension is not received, the Borrower must return the exhibit to the University on the originally agreed date.

8. Renewal or extension of a long-term loan out

- 8.1 Approximately three months prior to the end date of a long-term loan, the University will contact the Borrower advising if the item(s) can be renewed for a further fixed period or must be returned.
- 8.2 If an extension is required to an exhibition loan, this must be made in writing by the Borrower to the University as soon as possible.

