

THE ROYAL AIR FORCE MUSEUM'S PROCEDURE FOR LOANS-OUT

INTRODUCTION

This procedure covers loaning out of accessioned objects for which the Museum is responsible, as detailed in the Loans Out Policy (RAFM/DCM/2/6/8/1), and is divided accordingly:

1. Request and Authorisation;
2. Preparation of loan;
3. Dispatch of loan;
4. Monitoring;
5. Renewal;
6. Return.

Each of these has been broken down into separate procedures. Please refer to the relevant procedure for the type of movement you wish to perform.

This is a living document to be updated as required through feedback on how procedures function in practise.

Roles and responsibilities for each activity are colour coded as follows:

Orange = Collections & Research team (C&R team)

Blue = Collections Information team (CI team)

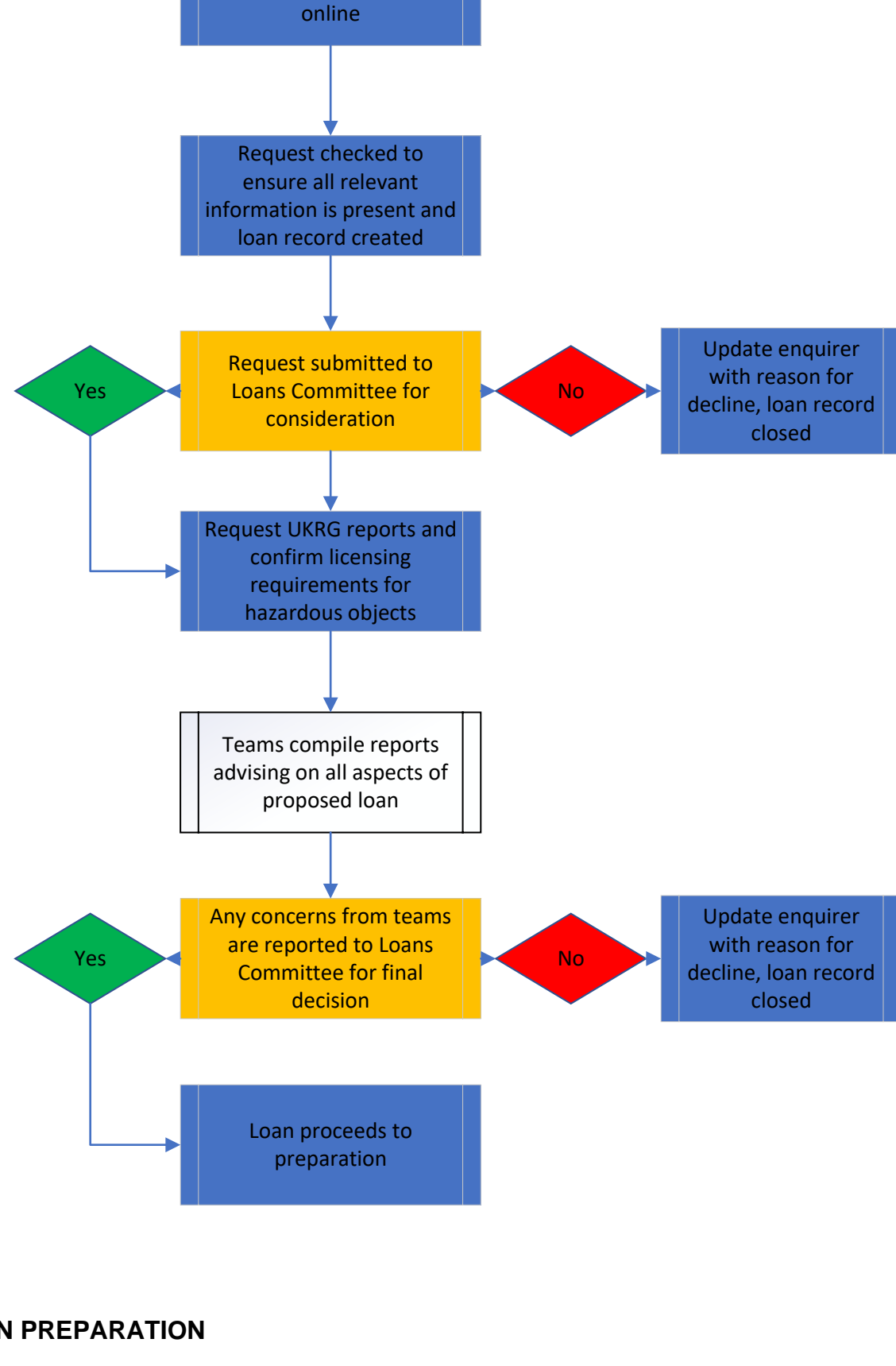
Yellow = Loans Committee

Grey = Collections Care and Conservation team (CCC team)

Black = Multiple teams comprising Collections & Research, Collections Information, Collections Care and Conservation

Version 3

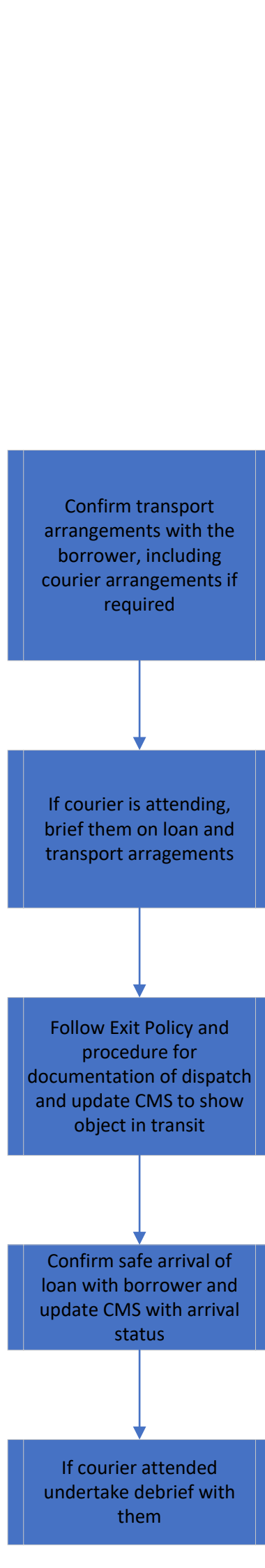
1. REQUEST AND AUTHORISATION



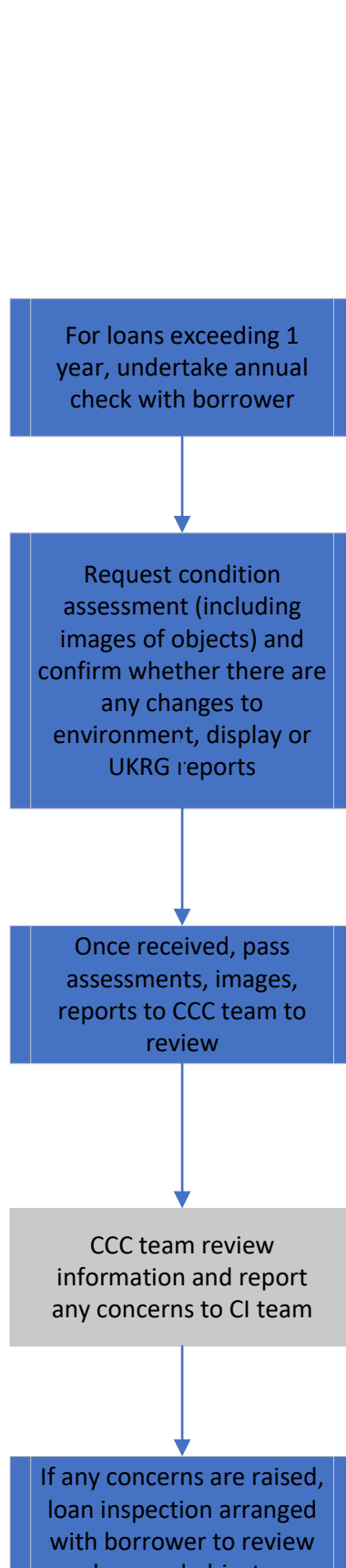
2. LOAN PREPARATION



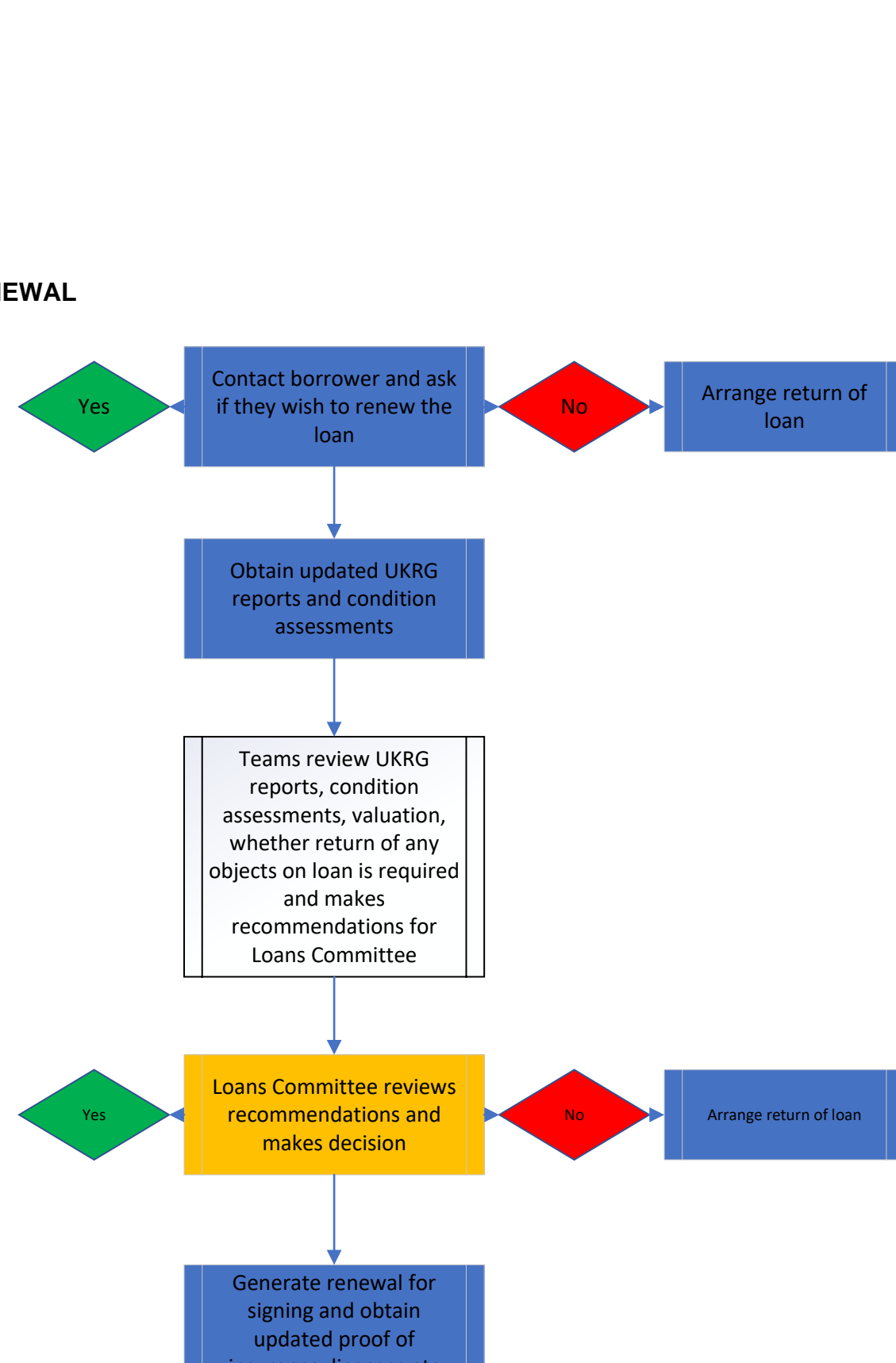
3. DISPATCH



4. MONITORING



5. RENEWAL



6. RETURN

