

## THE ROYAL AIR FORCE MUSEUM'S PROCEDURE FOR LOANS IN

### INTRODUCTION

This procedure covers borrowing objects as detailed in the Loans In Policy (RAFMs/DCM/2/6/7/1), and is divided accordingly:

1. Researching loan
2. Making a loan request (internal)
3. Making a loan request (external)
4. Exchanging further information with lender
5. Agreeing the loan
6. Preparing to receive the loan
7. Monitoring the loan
8. Extending the loan
9. Return and closure of the loan

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:

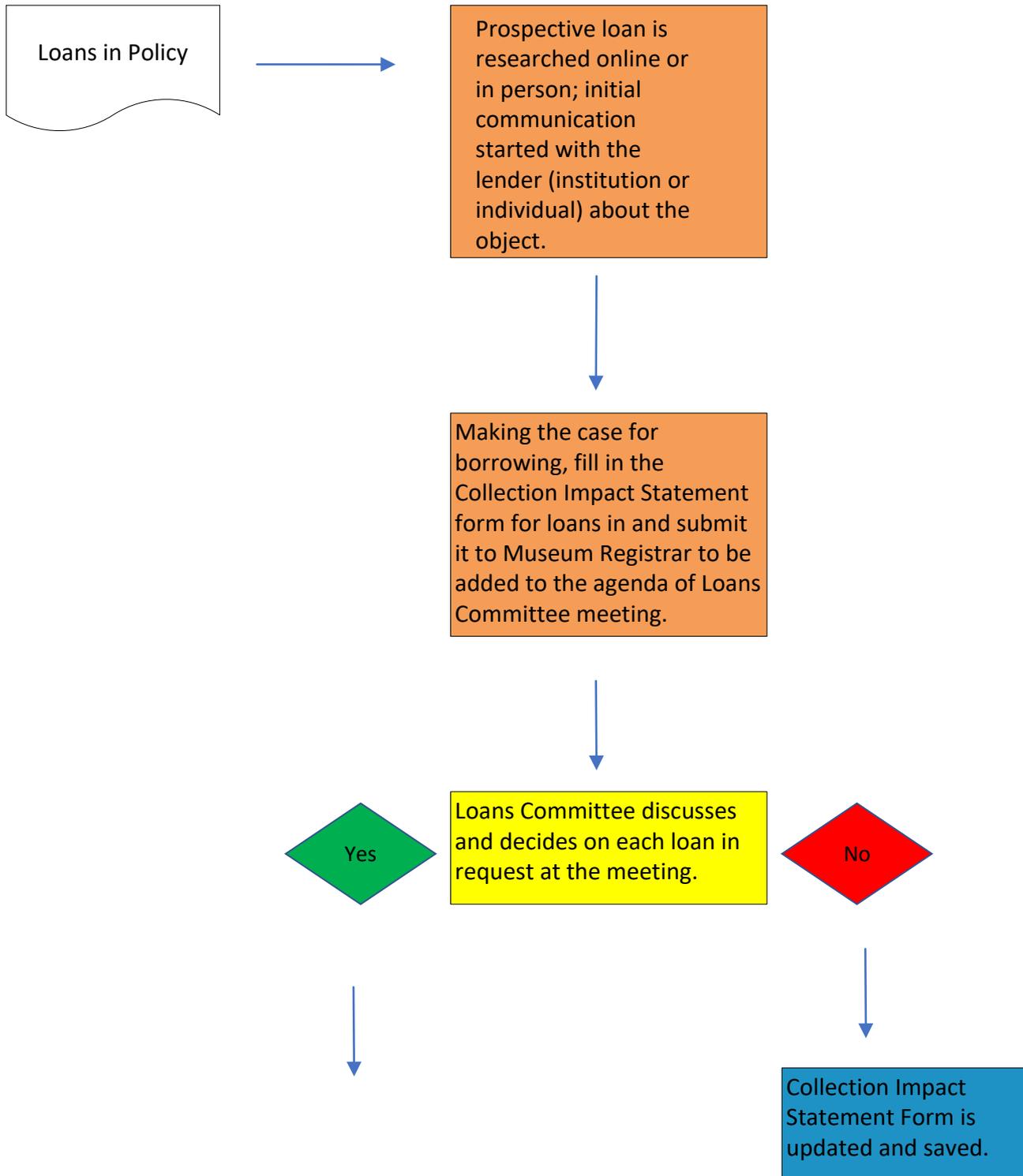
Orange = Collections & Research Team (C&R team)

Blue = Collections Information Team (CI team)

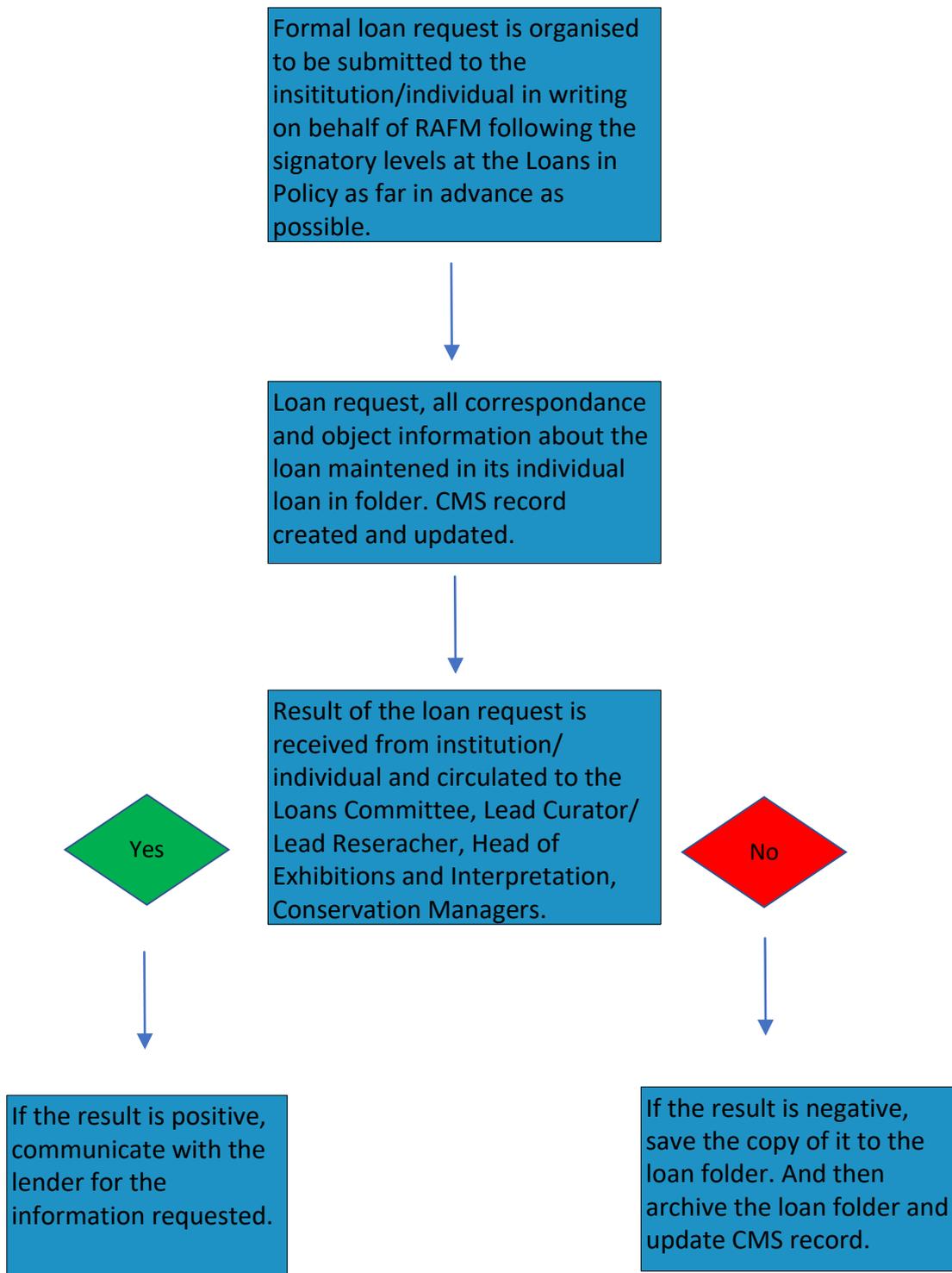
Grey = Collections Care and Conservation Team (CCC team) & MBCC

Yellow = Loans Committee

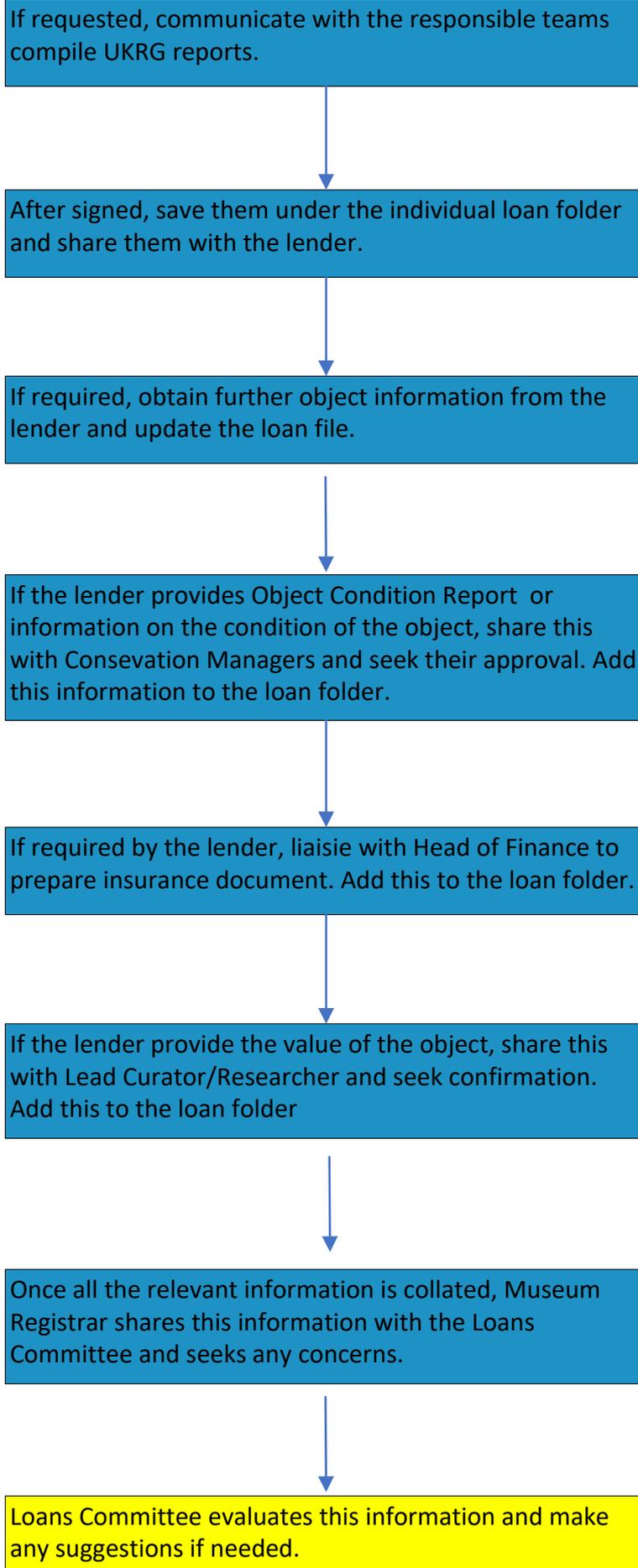
1. Researching loan
2. Making a loan request (internal)



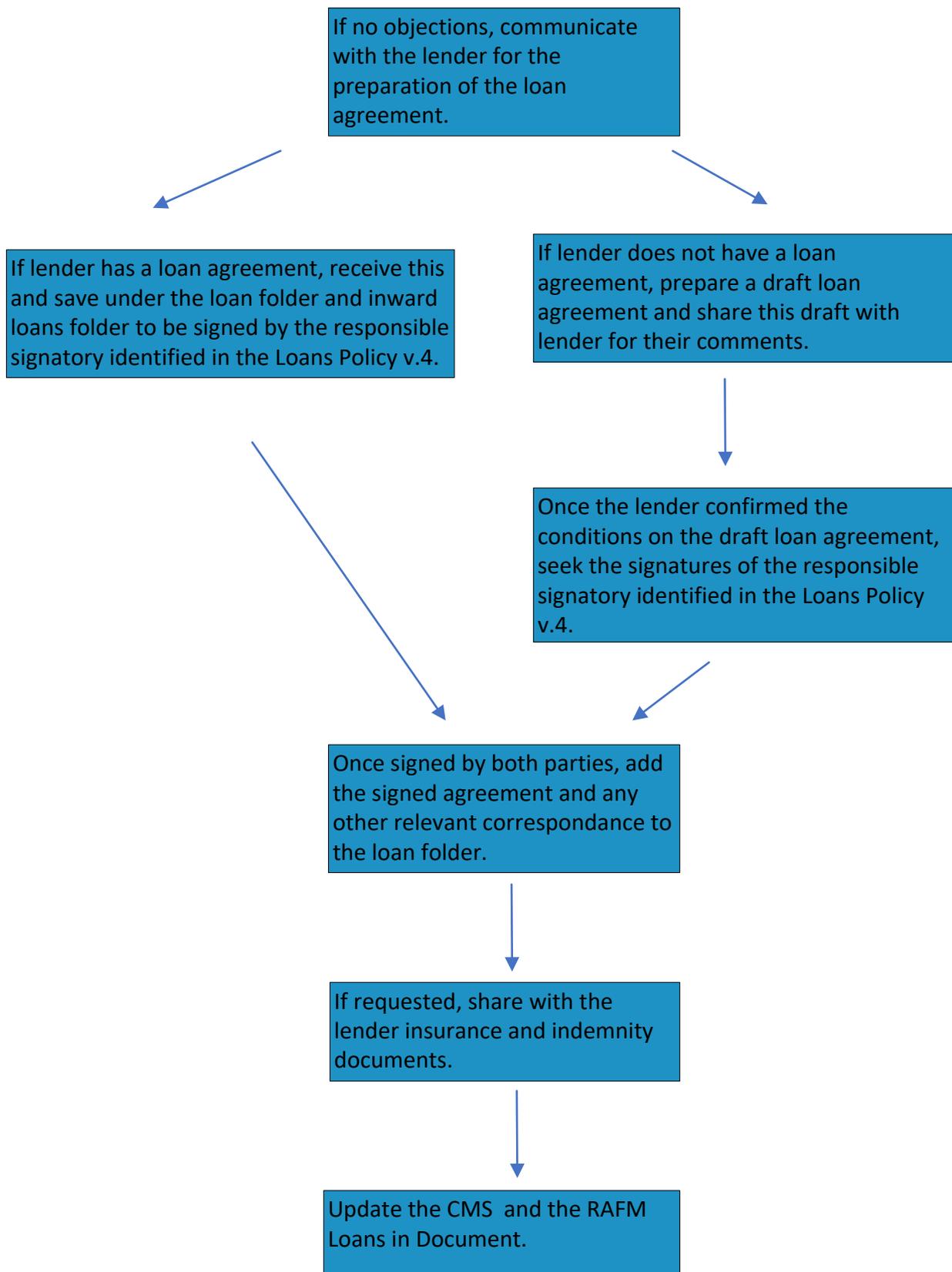
### 3. Making a loan request (external)



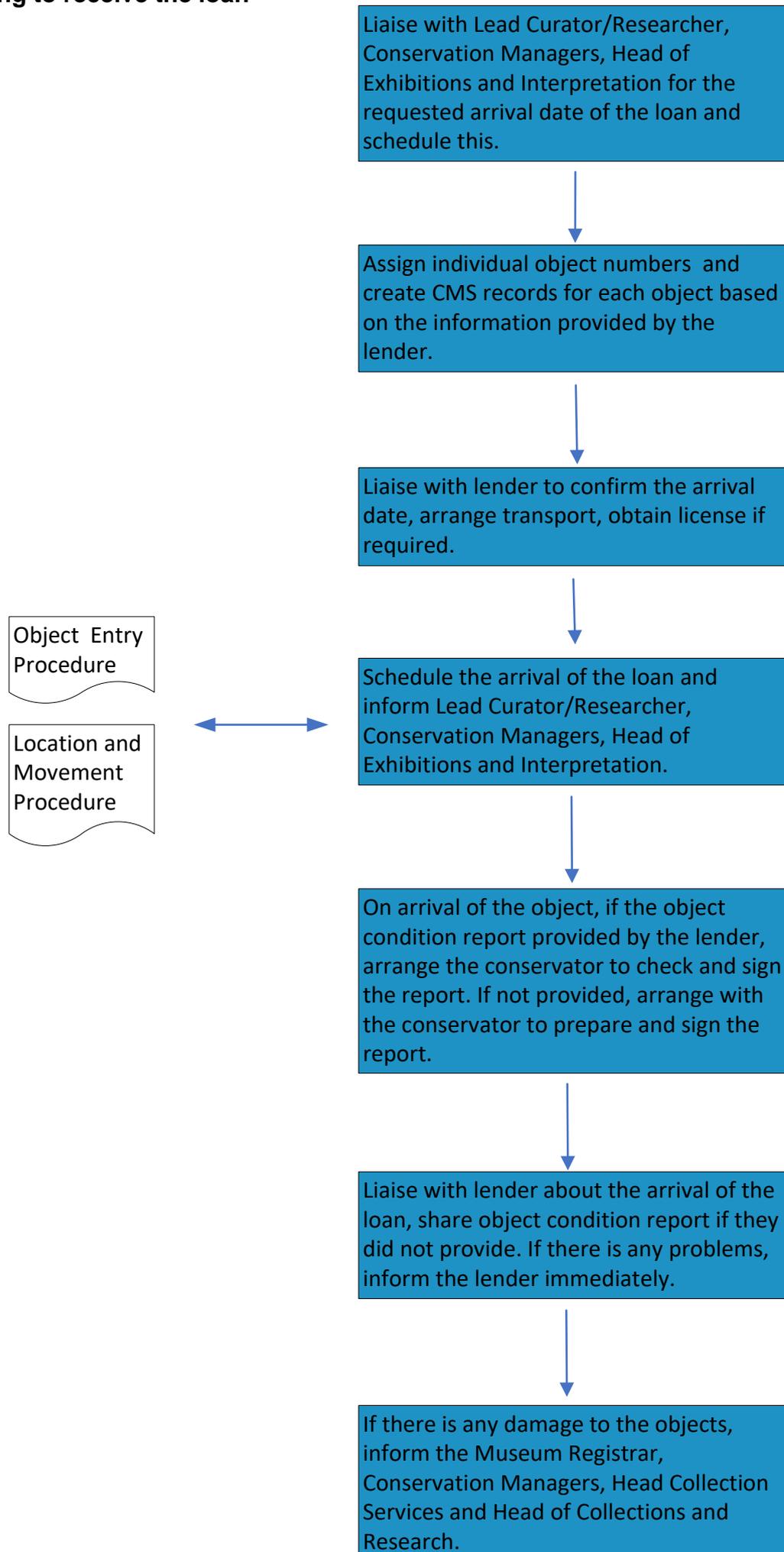
#### 4. Exchanging further information with lender



## 5. Agreeing the loan



## 6. Preparing to receive the loan



## 7. Monitoring the loan

Throughout the course of the loan, Collection Care and Conservation Teams conduct regular checks of the objects on display, Lead Researcher of the objects in storage.



If there is any damage to the objects observed during regular checks, inform the Museum Registrar, Conservation Managers, Head Collection Services and Head of Collections and Research.



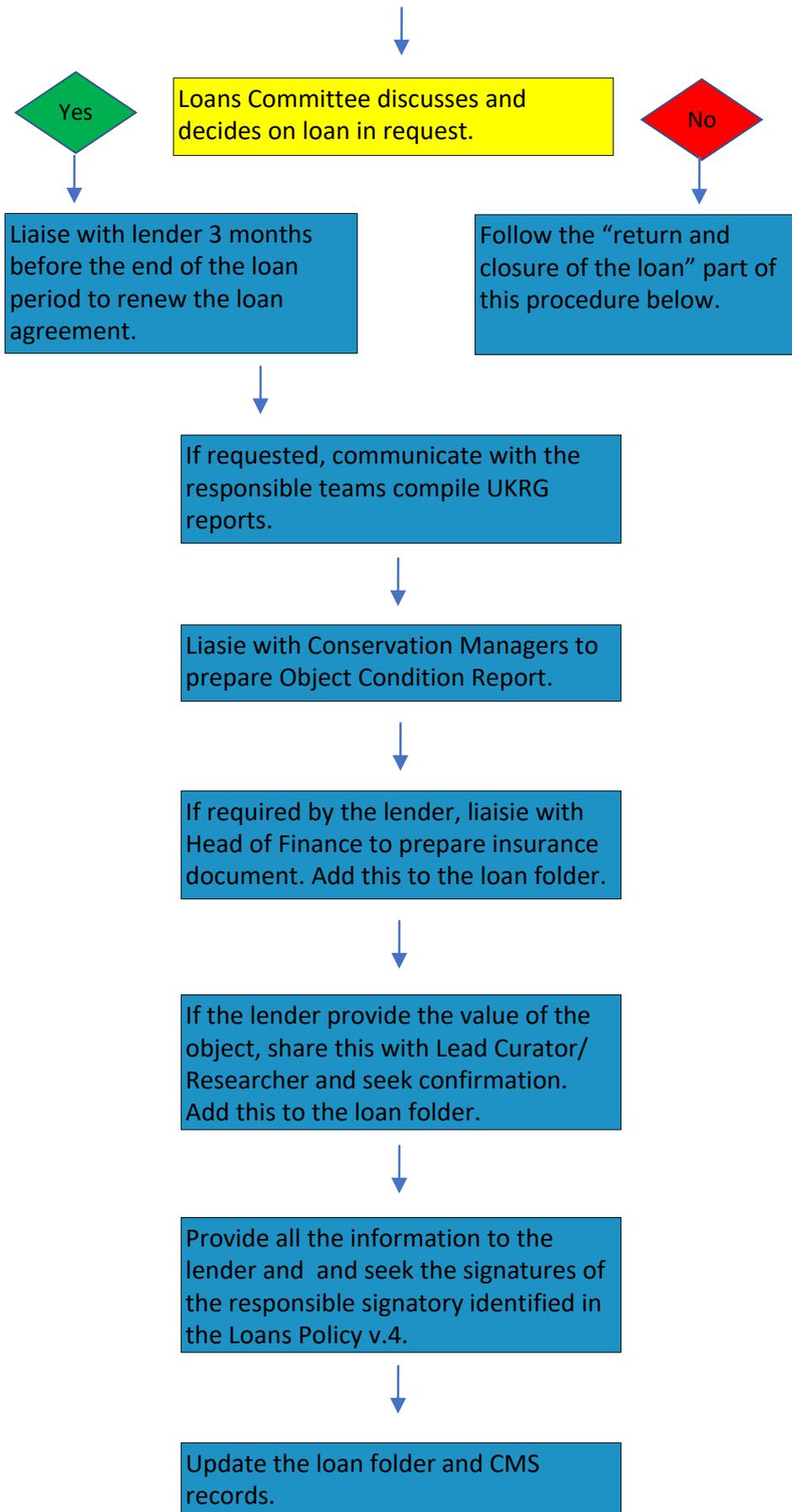
After investigation of the damage, Museum Registrar communicate with the lender and provide information and discuss any further steps with the lender.



Any change of agreed circumstances resulting from fire, flood, security breach, etc is reported to the lender immediately.

## 8. Extending the loan

6 months before the end of the loan period, Lead Curator/Researcher prepared the Collection Impact Statement form to be submitted to the Loans Committee for the renewal of the loan.



## 9. Return and closure of the loan

