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 practice.

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

1. REQUEST AND AUTHORISATION

Curator provides non-committal advice on potential objects for loan
Following discussions, enquirer submits request online
Request checked to ensure all relevant information is present and loan record created
Request submitted to Loans Committee for consideration
Request UKRG reports and confirm licensing requirements for hazardous objects

Yes
No
Update enquirer with reason for decline, loan record closed

Teams compile reports advising on all aspects of proposed loan
Any concerns from teams are reported to Loans Committee for final decision

Yes
No
Update enquirer with reason for decline, loan record closed

Loan proceeds to preparation

2. LOAN PREPARATION

Compile object information for loan

Generate loan agreements for signing

Compile condition reports with images for objects

Obtain details of insurance cover from borrower

Undertake conservation/framing/mounting for objects if required

Confirm final details for objects, venue security and environment and file loan agreement, proof of insurance and any licensing information

Pass information to Collections Information team

Loan proceeds to dispatch

3. DISPATCH

Confirm transport arrangements with the borrower, including courier arrangements if required

If courier is attending, brief them on loan and transport arrangements

Follow Exit Policy and procedure for documentation of dispatch and update CMS to show object in transit

Confirm safe arrival of loan with borrower and update CMS with arrival status

If courier attended undertake debrief with them

4. MONITORING

For loans exceeding 1 year, undertake annual check with borrower
Request condition assessment (including images of objects) and confirm whether there are any changes to environment, display or UKRG reports

Once received, pass assessments, images, reports to CCC team to review

CCC team review information and report any concerns to CI team

If any concerns are raised, loan inspection arranged with borrower to review loan and objects

5. RENEWAL

Contact borrower and ask if they wish to renew the loan

Yes
No
Arrange return of loan

Obtain updated UKRG reports and condition assessments

Generate renewal for signing and obtain updated proof of insurance, licenses etc

Teams review UKRG reports, condition assessments, valuation, whether return of any objects on loan is required and make recommendations for Loans Committee

Loans Committee reviews recommendations and makes decision

Yes
No
Arrange return of loan

6. RETURN

Make arrangements for return of loan with borrower

Inform relevant curator and CCC team of returning loan

Follow Entry Policy and procedure for documenting returning objects

Make transport arrangements with borrower

Update CMS locations upon return of loan and close loan record