Loans-Out Procedure RAFM/DCM/2/6/8/2 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** Curator provides noncommittal 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 Update enquirer Request submitted to with reason for Yes **Loans Committee for** No decline, loan record consideration closed Request UKRG reports and confirm licensing requirements for hazardous objects Teams compile reports advising on all aspects of proposed loan Any concerns from teams Update enquirer are reported to Loans with reason for Yes No decline, loan record Committee for final decision closed Loan proceeds to preparation 2. **LOAN PREPARATION** Compile condition reports Generate loan agreements Compile object information for loan for signing with images for objects Pass information to Undertake conservation/ Obtain details of insurance framing/mounting for **Collections Information** cover from borrower objects if required team Confirm final details for objects, venue security and environment and file loan agreement, proof of insurance and any licensing information Loan proceeds to dispatch **DISPATCH** 3. Confirm transport arrangements with the borrower, including courier arrangements if required If courier is attending, brief them on loan and transport arragements 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 Arrange return of if they wish to renew the No Yes loan loan Obtain updated UKRG reports and condition assessments Teams review UKRG reports, condition assessments, valuation, whether return of any objects on loan is required and makes recommendations for **Loans Committee**

Loans Committee reviews recommendations and Arrange return of loan makes decision Generate renewal for signing and obtain updated proof of insurance, licenses etc

6. **RETURN** Make arrangements for return of loan with borrower Inform relevant curator and CCC team of returning loan Make transport arrangements with

borrower Follow Entry Policy and procedure for documenting returning objects

Update CMS locations upon return of loan and close loan record