



# Guide to Borrowing from the Royal Air Force Museum Collection

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## Introduction

The Royal Air Force Museum (RAF Museum) is keen to communicate the story of the RAF through the objects in the collection and make these objects publicly accessible. As the collection is so vast, we are unable to put all of the objects on display. Loans are therefore an important tool in helping us make the national collection as widely accessible as possible.

This *Guide to Borrowing from the Royal Air Force Museum Collection* explains how potential borrowers can make a loans request. It also outlines the factors we will consider when deciding whether an object can be loaned and the terms, conditions and responsibilities of the borrower if the loan request is approved. In the Appendices you will find a copy of our Loans Policy, UKRG Facilities Report and Government Indemnity guidelines for transport and food and drink conditions. It is important to carefully read all these documents before submitting a loans request.

The RAF Museum operates within the guidelines set by the National Museum Directors' Conference (NMDC) and the principles laid out by the Museums Association (MA) as part of the *Smarter Loans* initiative.

## Who can borrow – lending principles

All loans are subject to object availability and our terms and conditions. We will consider loans requests from any museum, gallery or public organisation. Our priority is for objects to remain in the public domain and to be accessible. Therefore we normally expect loans to either be on display or fully accessible to researchers for study purposes leading to publication.

Loans to private individuals or commercial organisations are not usually permitted, unless the objects are made freely publicly accessible and all loan conditions are met. In a small number of cases loans to Government departments and the armed forces are permitted providing all loan conditions are met.

There are many factors we take into consideration when deciding upon authorising a loans request. These include, but are not restricted to:

- Will the objects be publicly accessible?
- Does the loan request support the aims and priorities of the RAF Museum?
- Merits of the exhibition/research proposal and the relevance of the objects requested to fulfil this

- Does the venue have suitable environmental and security conditions to safeguard the object?
- Are the objects in a suitable condition to travel?
- Can the borrower comply with the transport conditions set out by the Government Indemnity Scheme for National Institutions?
- Does the RAF Museum have the staffing resources available to fulfil the loans request?

## How to request a loan

All loans requests within the United Kingdom should be made at least six months before the objects are required. For international loans we require one years' notice. Any request made with less than six months' notice will only be granted in exceptional circumstances.

Loan requests must be submitted via an online application on our website. Please complete this form with as many details as possible. We also require a completed UKRG Facilities Report to be submitted as part of the request.

If you are unsure which objects you wish to borrow or what objects we have in the RAF Museum collection, your first contact should be with the appropriate curator who will be best placed to advise you:

Aircraft & Exhibits:	Andy Simpson <a href="mailto:andy.simpson@rafmuseum.org">andy.simpson@rafmuseum.org</a> Ian Alder <a href="mailto:ian.alder@rafmuseum.org">ian.alder@rafmuseum.org</a>
Archives:	Nina Hadaway <a href="mailto:nina.hadaway@rafmuseum.org">nina.hadaway@rafmuseum.org</a>
Library:	Gordon Leith <a href="mailto:gordon.leith@rafmuseum.org">gordon.leith@rafmuseum.org</a>
Fine Art:	To be confirmed

**Please note: We do not loan out photographs or film and sound material.**

We encourage potential borrowers to arrange visits to view objects well in advance of the loans request being submitted.

An acknowledgment will be sent within 20 working days of us receiving the request and a decision in principle should be made within two months.

## The decision making process – approving the request

Once a request has been received it goes through various stages of review before being approved. In the first stage the request is submitted to the RAF Museum

Loans Committee, which meets every six to eight weeks. The Committee is made up of Curatorial, Collections Management and Collections Care staff and headed up by the Director of Content and Programmes. They will either provisionally approve or decline the request based on merits of the project the loan is being proposed for and the availability of staff resources.

If the request is approved at this stage it is then passed back to the Department of Collections Management to assess the environmental conditions, security and display facilities of the venue. Once these assessments have been successfully completed the Registrar will draw up the loan agreement between RAF Museum and the borrower.

If any issues arise in the suitability of the proposed venue to house the object, RAF Museum will work with the borrower to explore alternative options. In the unlikely event the venue is deemed a completely unsuitable environment for the objects; the Museum Registrar will inform the potential borrower that the loans request has been declined.

## Loan costs

Before submitting a loan request, potential borrowers should consider whether they have sufficient funding to cover loan costs. These can include:

- Insurance
- Specialist packing
- Transport to and from the loan venue
- Any expenses incurred by the Museum's couriers and installers
- Photography and conservation work carried out by the Museum prior to the dispatch of the loan
- Expenses involved in the regular inspection of objects on loan and the administration of loans
- Photographs, transparencies or negatives supplied by the Museum for the purposes of reproduction in exhibition support material.

All charges made to the borrower will be at cost, kept to a minimum and communicated in advance.

All loans from the collection must be covered by insurance and this must be on a 'nail-to-nail' basis.

RAF Museum will charge a loan administration fee for international loans and loans to commercial institutions.

## Packing and Transport

The borrower is responsible for arranging and paying for the packing and transport of loaned objects. This must be with a transport agent that has been prior approved by RAF MUSEUM.

All transport must be carried out according to the Transport Conditions under the Government Indemnity Scheme and in line with the UKRG Courier Guidelines.

At least one RAF Museum courier will accompany the transport of all loans to oversee the object during transit and install them in their display case/area upon arrival. This will also be required for the return of objects once the loan has been completed.

## Loan periods - renewing loans

The loan of objects will be for a specific time period such as for a temporary exhibition or a research project. The maximum period for loans to different institutional types is as follows:

Institutional type	Maximum loan period
Commercial/non-public institution/individual	6 months
Armed Forces/Government dept/office	18 months
Non-accredited museum/gallery	2 years
Accredited museum or gallery/museum or gallery with working towards Accreditation status	3 years
International museum/gallery	3 years

No loan agreement will exceed 3 years but there is the option to renew an existing agreement subject to the completion of a successful review.

This will include checking the details of the existing loan, ascertaining that the renewal is in the best interests of the object and both the borrowing institution and RAF Museum and a condition check of the objects. For the condition check we will require photographs of the object and the environment it is placed in as well as condition report. We may also wish to send a member of staff to check the objects as part of the renewal.

On the successful completion of the review, a new loan agreement will be issued.

## Loan inspections

When considering loaning objects from the RAF Museum collection borrowers need to plan for the cost of loan inspections. These inspections are subject to take place where renewal of a loan agreement is requested and for any loan exceeding an agreed period of two years.

The inspection will be carried out by members of RAF Museum staff and the borrower is responsible for the costs associated with the inspection. This cost will include travel, subsistence and staff time.

## Movement of loaned objects

Should it be necessary to move loan objects from their original installed location, the borrower must first contact the Museum Registrar to gain permission to do so. In some cases it may be necessary for us to send member(s) of RAF Museum staff to either carry out or supervise the movement of loaned objects. In such cases, the borrower will be responsible for the costs associated with this including travel, subsistence and staff time.

## The borrowers responsibilities

When a borrower is in receipt of loaned objects they are bound by the terms and conditions set in our loan agreement and the Government Indemnity Scheme conditions. The RAF Museum loan agreement supersedes the inward loan terms and conditions of the borrowing institution.

The borrower must inform RAF Museum immediately of any changes affecting the loan agreement or the objects on loan.

Borrowers are required to credit loaned objects on display and in any published material as: By courtesy of the Trustees of the Royal Air Force Museum.

## Standard loan conditions

Loan agreements comprise of a number of conditions setting out the requirements both the borrower and RAF Museum must adhere to. Although each loan agreement is unique, catering for the purpose and type of loan, there is a set of standard conditions that will apply to all objects on loan from the collection.

These are:

All reasonable costs associated with the loan will met by the Borrower.

The RAF Museum reserves the right to withdraw the objects at any time during the period of the loan. In particular, failure to comply with the conditions of the loan may result in objects being recalled. In the case of aircraft loans, a six month notice period will be given.

The Borrower will ensure that the objects are maintained in a suitable condition for display. Dusting may be carried out but no repairs, restoration, conservation or extensive cleaning may be undertaken without the prior written permission of the RAF Museum.

The RAF Museum must be informed immediately of the loss of the objects or of any damage to them of whatever nature including any such discovered on first receipt/delivery.

Artefacts must not be operated, worn, entered into or climbed on without the prior written permission of the RAF Museum.

The Borrower may not lend the objects to any third party neither may the objects be removed from the specified display premises without the prior written permission of the RAF Museum.

The objects will not be released until the RAF Museum is satisfied with the standard of packing and of the security and protection of the objects on any vehicle. For the return to the RAF Museum the Borrower will provide packing and transport equivalent to that used on the outward journey. The cost of all the packing and transport will be borne by the Borrower.

An acknowledgement to the RAF Museum (by courtesy of the Board of Trustees) must be given in all exhibition captions, labels and catalogue entries for the objects. Two copies of any published catalogue which includes entries for the objects must be provided for the RAF Museum.

Photographs or other reproductions of the objects must not be made for commercial purposes by the Borrower or other bodies or persons without the prior permission of the RAF Museum. Photographs of the objects may be taken by the Borrower for record purposes, for catalogues and for exhibition publicity unless a further condition below applies. The RAF Museum has no objection to photographs being taken by visitors for private study unless it is prohibited by a further condition set out below.



## **APPENDIX 1**

### **THE ROYAL AIR FORCE MUSEUM'S POLICY FOR LOANS OUT**

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## THE ROYAL AIR FORCE MUSEUM'S POLICY FOR LOANS-OUT

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**Name of museum: Royal Air Force Museum**

**Name of governing body: Trustees of the Royal Air Force Museum**  
***Delegated authority given to the Senior Leadership Team (SLT) by the Board of trustees for Collections related Policies and Procedures***

**Date on which this policy was approved via SLT delegation: 20 February 2017**

**Date at which this policy is due for review: 2 years after approval**

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### INTRODUCTION

1. The Royal Air Force Museum can only exhibit a proportion of its extensive permanent collections. As a National Museum, The RAF Museum considers that it has the responsibility to share its collections with the public through the lending of objects for public display and exhibition to public institutions and organisations provided the safety and security of the object can be assured.
2. This policy addresses the loan of objects from the core collection only.

### CONSIDERING APPLICATIONS TO LEND OBJECTS

3. The Museum Registrar will provide information and advice to interested parties, regarding the potential to borrow objects, within the constraints of the Museum's resources. Any correspondence relating to the initial enquiry about objects suitable and available for loan does not commit the Museum to the loan.
4. Potential borrowers may visit the Museum to research and select objects. Visits will be arranged with the Curator of the appropriate Museum Collection (see Appendix 1) and are on a non-committal basis.
5. The Museum will make every effort to fulfil loan requests, but cannot make commitments which could overload resources. Requests for loans will be reviewed by the Collections Development Committee, with advice taken from Collections staff on the viability of the loan.
6. The first formal step in the loan application procedure is for the borrower to submit a request through the online form {website link to be included once new system operational} on the Royal Air Force Museum's website. This must be completed in full stating the following:
  - a) List of object(s) to be borrowed;

- b) Purpose of the loan;
  - c) How the object(s) help fulfil the purpose of the project;
  - d) Level of public accessibility to object(s);
  - e) Loan period.
7. The minimum period of notice for requesting any loan within the United Kingdom is six months. For overseas loans the Museum requires a minimum of one years' notice. The Museum may consider loan requests submitted with less than six months' notice (within the UK) or one year's (for international) notice in exceptional circumstances.
8. Requests for loans will be submitted to the Collections Development Committee for approval.
9. The Museum will be transparent in handling loan requests including providing an explanation of any difficulties or delays, and full reasons behind any refusal to lend.
10. Where requests for reference material held within the Archive, Library, Film or Photographic collections are received from enquirers such as engineering and vintage restoration companies, such reference material will be provided in the form of copies rather than originals. The Museum reserves the right to charge a fee for this service.

## **OBJECTS WHICH MAY BE LOANED OUT – EXCLUSIONS**

11. The Museum will not loan out the following classes of objects:
- a) Those which are not owned by the Trustees of the Museum;
  - b) Those which are in a fragile, poor, unstable or dangerous condition which therefore makes them unsuitable for transport and display;
  - c) Those which are inherently dangerous (e.g. radioactive objects);
  - d) Objects which are on display or in use (or planned to be) within the Museum;
  - e) Original photographs, negatives, transparencies, cinematic film, videos, sound recordings and technical drawings;
  - f) Any objects where the loan of the material would conflict with conditions of access agreed at the time of acquisition;
  - g) Any objects where the display of the material conflicts with the stated mission of the Royal Air Force Museum;
  - h) Any material closed to the public for reasons of security or confidentiality;
  - i) Any object subject to a claim for repatriation;

- j) Material subject to legislative restrictions.

These rules will only be waived in exceptional circumstances, and then only with the approval of the Collections Development Committee.

## **ACCEPTABLE BORROWERS**

- 12. The Museum's priority is for objects to remain in the public domain and to be accessible. Therefore the Museum normally expects objects on loan to either be on display or fully accessible to researchers for study purposes leading to publication.

Loans to Government departments and the armed forces are permitted providing all the loan terms and conditions are met.

Loans to private individuals or commercial organisations are not usually permitted, unless the objects are made freely publicly accessible and all loan conditions are met. The Museum will not lend to any organisation which is unable to convince the Museum that it can and will provide an acceptable standard of care and security for its objects.

These stipulations will be waived only in exceptional circumstances, and then only with the approval of the Collections Development Committee.

## **CONDITIONS APPLICABLE TO LOANS-OUT**

### **Costs**

- 13. The Museum reserves the right to recover any costs associated with making a loan including (but not limited to) the following:
  - a) Insurance;
  - b) Specialist packing;
  - c) Transport to and from the loan venue;
  - d) Any expense incurred by the Museum's couriers and installers;
  - e) Photography and conservation work carried out by the Museum prior to the loan;
  - f) Expenses involved in the regular inspection of objects on loan and the administration of loans;

All charges made to borrowers will be at cost, kept to a minimum, and communicated in advance.

### **Fees**

14. The Museum wishes to encourage public access to its national collection. Therefore, no loan fee will be imposed for loans made for the purposes of exhibition and/or study within the UK. An administration fee will only be charged if the Museum feels the processing of the loan will take additional time beyond that deemed reasonable. Any administration fee will be communicated in advance.
15. Loans to museums and galleries overseas will be subject to a loan fee. Any such fees will be additional to the loan administration costs. Setting of fee levels is the responsibility of the Director of Public Programmes.
16. Where the object is being loaned for purposes involving an element of commercial profit to the borrower the loan will be subject to a loan fee as per the conditions above.

### **Period of loan**

17. The loan of objects will be for a specific time period that will be determined by the purpose of the loan. The maximum period for loans to different institutional types is as follows:

Institutional type	Maximum loan period
Commercial/non-public institution/individual	6 months
Armed Forces/Government dept/office	18 months
Non-accredited museum/gallery	2 years
Accredited museum or gallery/museum or gallery working towards Accreditation status	3 years
International museum/gallery	3 years

No loan agreement will exceed three years but the option to renew an existing agreement will be considered subject to the completion of a successful review. The review may include the re-submission of UKRG Facilities Reports and a loan inspection, carried out at the Borrower's expense.

### **Insurance and Indemnity**

18. Wherever the circumstances of the loan do not prevent it, the Museum's policy on insurance and indemnity will ensure that the Borrower insures the object for loss or damage at the Borrower's expense. See Insurance and Indemnity Policy (RAFM/DCM/2/6/10/1)

### **Environment and Facilities**

19. All objects from Museum collections require particular conditions for display and storage. The Museum will ensure that lighting, climate conditions and the availability of special facilities are sufficient for the loan to go ahead safely and securely. This will be expedited through the completion of the relevant UKRG Facilities Reports in advance by the Borrower and in some cases a site visit and report by a member of the Museum's Collections Division.

20. Handling techniques, environment and facilities required for all objects on loan will be specified on the Loan Agreement. The Borrower will be notified of any specific conditions required for objects. Details of how these conditions will be met must be supplied by the Borrower prior to completion of loan arrangements.

### **Security**

21. Where an object's financial value is above £1,000, or where the object has special historical significance, the Museum may submit details of the proposed loan to the National Museums Security Adviser at Arts Council England. The loan will only proceed if the Adviser, who may visit the premises concerned, approves the security and fire prevention arrangements at the proposed venue.
22. In the case of Stations, Units and Messes of HM Forces, a member of the Collections Division may visit the site to check whether the standard of care is adequate. Confirmation by Armed Forces staff will not be an acceptable substitute. Extra security requirements may be stipulated on the Loan Agreement where the Museum believes them to be necessary.

### **Damage or loss whilst on loan**

23. The Borrower is responsible for the care and security of objects whilst on loan and to inform the Museum immediately if damage or loss to an object occurs. In the event of damage the Borrower will meet the cost of conservation or restoration. In the event of total loss the Borrower may be required to meet the cost of replacement, where applicable.

### **Transport**

24. The Museum will usually carry out, or have performed by a specialist contractor, appropriate packing of the object for outward loan.
25. For the return journey the object will be packed using the equivalent method and carrier as the outward journey - any change must be agreed in writing one month prior to the agreed return date between the Museum and the Borrower. Particular transport requirements for different objects will be specified on the Loan Agreement.
26. The Museum will send at least one courier to accompany objects being delivered for or returning from outward loan. This will be at the Borrower's expense.
27. Customs formalities and export licences are the responsibility of the Borrower; however, copies of associated documentation must be made available to the RAF Museum prior to the commencement of the loan and its return. Wherever possible, unpacking of loaned objects for customs inspection *en route* is to be avoided.

### **Cancellation during preparation of a loan**

28. The Museum recognises that there can be valid reasons why a Borrower may cancel a loan before the object has been transferred. The Museum will nevertheless consider passing on any preparatory costs incurred as above.

### **Burden of risk in transit**

29. When an object is delivered for outward loan the Borrower or the Borrower's agent will be required to sign an official dated Museum Exit form as proof of receipt. After this time the object is the responsibility of the Borrower, as set out in the *Exit Policy* (RAFM/DCM/2/6/12/1).
30. In exceptional circumstances the Museum may give permission for the Borrower to collect or return the object without a member of the Collections Division acting as courier. In these circumstances the Borrower bears the risk for any damage discovered by RAF Museum staff upon inspection.

### **General Conditions**

31. The Museum reserves the right to withdraw objects at any time during the period of the loan. In the case of aircraft loans, a six month's written notice period will be given. For all other objects, a minimum of one month's written notice will be given.
32. Failure on the part of the Borrower to comply with the conditions of the loan will normally lead to the withdrawal of the object from loan.
33. Reasonable access to objects on loan must be provided by the Borrower to staff of the Museum for the purposes of inspection. This will be at the Borrower's expense.
34. The Borrower will be required to maintain objects in a suitable condition for display. Dusting may be carried out by trained collections care staff or conservators only. However no repairs, restoration, conservation or extensive cleaning may be undertaken without the prior written permission of the Museum.
35. The Museum must be informed immediately of the loss of objects or any damage to them of whatever nature including any such discovered on first receipt/delivery.
36. Objects must not be operated, worn, entered into or climbed on without written permission from the Museum, in accordance with the Museum's *Use of Collections Policy* (RAFM/DCM/2/6/21/3).
37. The Borrower is not permitted to lend objects to any third party. Objects may not be removed from the specified display area without the prior written permission of the Museum with a minimum of one month's notice. The Museum may send staff from the Collections Division to oversee or remove objects from the specified loan display area and this will be at the Borrower's expense.
38. Should it be necessary to move loan objects from their original installed location, the Borrower must first contact the Museum Registrar to gain permission to do so. In some cases it may be necessary for the Museum to send member(s) of staff to either carry out or supervise the movement of loaned objects, at the Borrower's expense.
39. Should there be a high risk of damage to the object (e.g. in an emergency), the Borrower is authorised to move the object and must inform the Museum Registrar as soon as the loaned object has been moved to a secure location.
40. An acknowledgement reading "By courtesy of the Trustees of the Royal Air Force Museum" and the Royal Air Force Museum logo must be given in all exhibition labels and catalogue entries for the object. The Museum must be provided with two

complimentary copies of any such catalogue or other publications associated with the loan with any text about the object approved in writing by the Museum in advance.

41. If the Borrower wishes to return the loan object in advance of the agreed return date, the Museum will consider each case on its merits and do its best to accommodate the request.
42. Photographs or other reproductions of the objects must not be made for commercial purposes by the Borrower or others without the prior written permission of the Museum. The Museum will advise separately if there is any prohibition on Borrowers taking photographs for record purposes or exhibition publicity, or on visitors taking pictures for private study or enjoyment.
43. The Museum reserves the right to impose any other conditions appropriate to the venue or the objects loaned which it sees fit.
44. RAFM will produce a Condition Assessment Report for all loaned objects in accordance with the *Object Condition Assessment Policy* (RAFM/DCM/2/6/21/1), which will accompany the items so that the Borrower may satisfy themselves that they are fully apprised of any risks associated with the object. Items on long-term loan will be inspected by RAFM staff at agreed intervals and a Condition Assessment Report produced, at the Borrower's expense. Additionally, the borrower may be required to provide evidence that the environmental conditions are being met.
45. By signing the loan agreement the borrower confirms that they have read and understood the Museum's *Guide to Borrowing from the Royal Air Force Museum Collection*, the *Royal Air Force Museum's Policy for Loans Out* and the conditions of the loan as stated on the loan agreement.
46. The loan object(s) shall remain the property of the RAF Museum.

## AUTHORISATION

47. Approval for the loan of objects will be sought in the following manner:
  - a) For an object or group of objects valued up to £25,000, approval by appropriate Head of Department;
  - b) For an object or group of objects whose value lies between £25,001 and £250,000, via line management, by the Director of Public Programmes or CEO;
  - c) For an object or group of objects whose value lies between £250,001 - £500,000, via line management, by the Chief Executive Officer;
  - d) For an object or group of objects valued above £500,001, via the CEO, by the Chairman of the Board of Trustees;
48. When the Museum is lending to Stations or Units of HM Forces, the Station or Unit titular head's position must be given at the time of the loan request. If the titular head



is not present at times when official loan documentation needs attention, subordinate ranks, who should also give their name, should sign such documentation on the titular head's behalf. Similarly, with government departments and other bodies the signatory should be a senior individual authorised to sign on behalf of the organisation.

## **MANAGEMENT OF LOANED-OUT OBJECTS**

49. The status of all loaned objects will be checked on a regular basis:
- a) annually, the Museum will obtain written assurance from the Borrower regarding the object's condition and continued security;
  - b) in addition, the Museum staff will visit and inspect objects at intervals to be decided by the Department of Collections Services.

## **DOCUMENTATION**

### **Recording object information**

50. No objects will be lent by the Museum until they have been recorded by accurate and sufficient photographs and a condition assessment completed.
51. Only objects that have been accessioned to full catalogue level on the Museum's Collections Management System (CMS) will be loaned. If an object is requested for loan that has been accessioned to inventory level it should only be considered if it is then accessioned to full catalogue level. The relevant accession record is to be checked for accuracy before the loan proceeds. Details pertaining to the loan agreement will be recorded on the object record(s) and through the Outward Loan Activities Management Module of the CMS.

### **Loan documents**

52. The terms and conditions of the Museum's Loan-Out Agreement supersede any documentation the Borrower submits for the loan of objects from the Collection. The Museum reserves the right to ask for amendments to any terms and conditions produced by the Borrowing institution.
53. The approval and signing of the Loan-Out Agreement is to be carried out in accordance with the Authorisation section (paragraph 47) of this policy.
54. All loan documentation will be in English and valid from the date of issue. Loan documentation will be interpreted in accordance with English Law and any disputes will be determined in English Law Courts.
55. The Museum Registrar will maintain a register of Borrowers who have failed to honour the Museum's terms and conditions of loan, supported by documentary evidence. Further loans will not be made to those organisational without appropriate reassurance that practices have changed.

56. The permanent collection is split between different departments, each with their own named curator. For the purposes of outward loan the relevant curator will provide advice, information and, where appropriate, arrange visits for borrowers to view potential loan objects.

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## **APPENDIX 2 – RAFM loans request form**

*Please ensure all fields of this form are completed. Incomplete forms will not be accepted as formal loan applications.*

### **Contact information**

Organisation name

Organisation address

Full name of person making request

Job title

Telephone number

Email

### **Venue Details**

If different from above

**Have you borrowed any objects from the Museum in the past?** (Drop down menu) yes, no  
**If so, please supply details below** (free text box)

**List of item(s) you wish to borrow (including accession number(s) and brief description of object(s))**  
(Free text box)

**Have you been in contact with the museum about this proposed loan?** (Drop down box) yes, no  
**If so, which member(s) of staff have you spoken with/emailed?** (Free text box)

### **Purpose of Loan**

*The Royal Air Force Museum loans artefacts for the public benefit and to increase public access to its extensive collections through exhibition, display and research. Therefore, before committing to any loan, the purpose of the loan needs to be articulated.*

What is the proposed purpose of the loan? (Drop down menu) Display, Exhibition, Research, Other

Please describe, in detail, the purpose of the loan including the subject of the exhibition/display/research project  
(Free text box)

How will the object(s) requested help to fulfil the purpose of the loan?  
(Free text box)

Will the object(s) be publicly accessible? (Drop down menu) Yes, No  
If answered no, please indicate the likely public benefit to be derived from the loan  
(Free text box)

### **Period of loan**

Start date of loan (drop down box)

End date of loan (drop down box)

### **Facilities Reports**

Please attach the following documents:-

UKRG Facilities Report, UKRG Security Supplement, UKRG Display Case Supplement

## **APPENDIX 3**

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UK Registrars Group  
Standard Facilities Report



Confidential

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This Facilities Report was devised by the United Kingdom Registrars' Group (UKRG) in consultation with the Museums, Libraries and Archives Council.

The form will enable lenders to assess the practicalities involved in making loans. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

**It should therefore be completed and returned as quickly as possible.**

The form is intended for use in all kinds of museums and galleries, irrespective of type of collection or size. For this reason not all questions will be relevant to every borrower. However as a standard form it can be filled in once and updated for use with any future loan requests. Please complete the form therefore as fully and accurately as possible, adding any other information which you feel may be relevant. You should retain a copy for future use.

<b>Lending Institution Address</b>	
<b>Contact Position Telephone Fax Email</b>	
<b>Lending Institution's Reference Code</b>	
<b>Loan Venue Address</b>	
<b>Contact Position Telephone Fax Email</b>	

<b>Purpose of Loan/Title of Exhibition</b> <b>Dates at this Venue</b> <b>Date Form Completed</b>	

**[A] Building**

This section aims to create a picture of the type of building in which loans would be housed, as well as covering potential dangers such as building work and infestation by pests. It would be helpful if a photograph or postcard could be included.

Please note parts of this section are replicated in the UKGR Standard Facilities Report Security Supplement.

1.1 Are your premises purpose-built galleries / museums / other?									
1.2 If "OTHER" please supply details									
2. When were your premises completed?									
3.1 What type of building materials are used in the construction of the building?		<b>Brick</b>	<b>Concrete</b>	<b>Glass</b>	<b>Safety Glass</b>	<b>Steel</b>	<b>Stone</b>	<b>Wood</b>	<b>Other*</b>
	<b>Exterior Walls</b>								
	<b>Interior Walls</b>								
	<b>Ceilings</b>								
	<b>Structural Supports</b>								
*If <b>other</b> please provide details									

4.1 Do you have any construction or refurbishment work in progress or planned within the next 3 years?	<b>YES/NO</b>
4.2 If <b>YES</b> , please supply details (nature of work, dates)	
5.1 Have your premises ever been assessed by the UK Museums Security Adviser based at MLA?	<b>YES/NO</b>
5.2 If <b>YES</b> , please supply details	
6. Does your institution have a procedure in place to deal with emergencies? (e.g. a disaster plan)  If <b>YES</b> please supply a copy	<b>YES/NO</b>
7. In the event of an emergency who would be authorised to remove items from danger?	
8.1 Is smoking permitted anywhere in the building?	<b>YES/NO</b>
8.2 If <b>YES</b> , please state where and how this is controlled	
9.1 Do you make routine inspections for rodent, insect	<b>YES/NO</b>

and micro-organism problems?	
9.2 If <b>YES</b> , please supply details	

**[B] Exhibition area**

The information requested in this section will help lenders and borrowers decide which is the safest way of displaying a loan, as well as consider the practicalities of lending/borrowing physically problematic objects.

Please attach floor plans of the exhibition areas to be used, clearly indicating each separate space and showing the position of routinely opened doors and windows, and, as far as possible, unshaded glazing, sources of heat, draughts etc.

**[B] Exhibition area (cont.)**

1. When was the exhibition area to be used opened or last refurbished?	
2. What methods are used to secure loans to walls, partitions, plinths etc.?  Please describe your usual method  <b>Please refer to the attached display case questionnaire</b>	
3. How do you regulate the number of visitors in exhibition areas?	
4. Is the consumption of food or drink ever permitted, or are events (concerts, receptions, dance etc.) ever permitted in exhibition areas?	<b>YES/NO</b>
5.1	

Do you use barriers or other methods of physical protection for material on display?	<b>YES/NO</b>
5.2 If <b>YES</b> , please supply details	
6. Please supply details of how the exhibition area is routinely managed during an exhibition with regard to:-	
<ul style="list-style-type: none"> <li>• lamp replacement</li> <li>• cleaning of floors &amp; display cases</li> <li>• cleaning of items on open displays etc.</li> <li>• checking of equipment</li> </ul>	

**[C] Access**

The information requested in this section allows borrowers and lenders to think in terms of the problems that may be encountered (stairs, awkward corners etc.) when moving large or heavy objects and plan necessary precautions.

1.1 Are there any restrictions to vehicle access to your premises (low archways, tight corners, size/weight restrictions etc.)?	<b>YES/NO</b>
1.2 If <b>YES</b> , please supply details	
2.1 Do you have a covered loading bay?	<b>YES/NO</b>
2.2 If <b>NO</b> , where do you take a delivery of loans?	
3.1	



Do you have a goods lift?	<b>YES/NO</b>
3.2 If <b>YES</b> , what are its interior dimensions/load capacity?	
3.3 If <b>NO</b> , how do you move loans between differing floor levels?	
4. What is the maximum size of object/packing case that can be brought into the exhibition space by the normal route?	

**[D] Handling**

The information requested here allows borrowers and lenders to agree on the most appropriate handling method/procedures for particular loans.

1.1 Who carries out the packing/handling of loans?	
1.2. What training etc. have they received?	
2. Where do you unpack/repack loans prior to and after display?	
3. Where are cases, packing materials etc. stored?	
4. Who is responsible for completing incoming /outgoing condition reports?	

5.1 Are regular checks made for dust and damage?	
5.2 If <b>YES</b> , by whom and how often?	
6. Who dusts etc. loans on open display?	

**[E] Environmental conditions**

This section is intended to assess the prevailing environmental conditions at a loan venue and identify any potential problems so that workable solutions can be agreed.

Please note that this section covers both the exhibition area as a whole and the possible use of display cases.

Please attach copies of readings for temperature and relative humidity for the areas in which you propose to display loans. The readings should be continuous and cover the period of the previous year equivalent to that of the loan period. They should clearly show the rate of change on the most regular basis available.

If these are not available please provide as much information as you are able.

**(a) Temperature and Humidity**

1. Do you monitor temperature and relative humidity on a regular basis:	
1.1. In the exhibition area?	<b>YES/NO</b>
1.2. In display cases?	<b>YES/NO</b>
1.3 If <b>YES</b> , please supply details (method or equipment used, frequency of calibration or service)	

<p>2. What ranges of temperature and relative humidity are maintained over the year?</p>	
<p>3. How is temperature and relative humidity controlled:</p> <p>3.1 In the exhibition area?</p> <p>3.2 In display cases?</p>	
<p>4. Are these control methods in operation 24 hours per day:</p> <p>4.1 In the exhibition area?</p> <p>4.2 In display cases?</p>	
	<b>YES/NO</b>
	<b>YES/NO</b>
<p>5.1 Do you maintain the same environmental conditions in your storage, unpacking or packing areas as are maintained in exhibition areas?</p>	<b>YES/NO</b>
<p>5.2 If <b>NO</b>, please supply details of conditions and controls</p>	
<p>6.1 Do you have the means of controlling atmospheric</p>	<b>YES/NO</b>

pollutants (e.g. dust filters)?	
6.2 If <b>YES</b> , please supply details of method used	

**(b) Lighting**

1. How are exhibition areas lit overall?	
2. What type of light is used to illuminate individual loans:	
2.1 in exhibition areas?	
2.2. inside display cases?	
3. Do you monitor light on a regular basis throughout exhibition periods?	<b>YES/NO</b>
4. Do you monitor light on a regular basis when installing and dismantling exhibitions?	<b>YES/NO</b>
5. What range of visible and UV light can be maintained in exhibition areas?	

6. Are you able to limit the levels of visible and UV light falling on sensitive objects?	
7. How many hours per week will the items be exposed to light? (include hours when closed to the public)	
8. How do you control daylight?	
9. Please supply construction details of display cases to be used (construction materials, display materials, types of seal etc.)  <b><i>Please note. You may be asked to supply more detail of the display cases you propose to use by completing a UKRG Standard Facilities Report Display Case supplement.</i></b>	

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**When returning this facilities form please include:-**

(Tick as appropriate)

- |   |   |
|---|---|
| <input type="checkbox"/> Floor plans of each of the exhibition spaces to be used clearly indicating the position of the relevant display case(s). | <input type="checkbox"/> Lock manufacturer's information or specification |
|---|---|

- Case manufacturer's information or specifications
- Any other information which you feel might be helpful

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## **APPENDIX 4**

### **GENERAL SECURITY CONDITIONS AND ENVIRONMENTAL CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME**

National Heritage Act 1980, section 16

1. The borrower shall at all times be responsible for ensuring that the greatest possible care is taken of the indemnified object.
2. The indemnified material must be accommodated in a strong building which has well-protected windows, doors and skylights. The building must also provide appropriate control for the indemnified material.
3. The whole of the building must have an automatic fire detector system fitted by a NACOSS (National Approval Council for Security Systems) or SIA (Security Industry Authority) approved alarm company which is serviced annually and maintained in good working condition.
4. At night, or when the building is closed or not otherwise in normal use, there should be either an agreed level of night guarding by security staff within the building and/or an intruder detection alarm system which covers all possible routes into the building including windows and rooflights. The alarm system should be fitted by a NACOSS or SIA approved alarm company and should be serviced twice annually and maintained in good working condition.
5. The intruder and fire detection systems must be connected by a secure monitored signal to an alarm receiving centre unless they are monitored internally at all times by security personnel.
6. If, as the result of false calls, the police response to an intruder detection system is: downgraded; withdrawn; or if there is a failure which renders the system ineffective; or if the system cannot be re-set immediately; then guarding by trained personnel must be introduced until the police response is restored or the system repaired or re-set.
7. Environmental conditions must be maintained 24-hours a day, 7-days a week throughout the loan period from the time the indemnified object arrives until it departs from the loan venue.
8. Relative humidity, temperature and light levels should be monitored throughout the loan period in the space within which the indemnified object is contained.
9. Paintings, drawings and similar objects must be secured to walls by mirror plates and security screws, or if this is not possible for any reason, an acceptable alternative must be agreed with the Museums Security Adviser.
10. Small pictures, i.e. less than 450mm x 250mm (A3 including frame), must not be displayed near windows, fire escapes, or entrances and exits to the building.
11. Any indemnified objects including but not limited to unglazed paintings, fragile or sensitive material must not be mounted within two metres of a portal or doorway and there shall be at least 1 metre between the floor level and lowest part of the frame/works. They

shall be protected by rope or other barriers which must be at least 1 metre from the exhibits or an acceptable alternative must be agreed with the Museums Security Adviser and the Environmental Adviser.

12. Small portable objects must be exhibited in locked display cases which should be fitted with anti-bandit laminated glazing meeting British Standard BS 5544 and EN 356 P3A. This glazing will be 11.3mm thick or greater. The use of Acrylic or Perspex material may be permitted as an alternative provided its minimum thickness is 12mm. If the material consists of gold, silver, jewellery, coins or medals or items which are especially valuable, the cases must be fitted with alarm devices. The cases must be secured in a manner approved by the Museums Security Adviser.

13. All indemnified objects must be displayed so that it is invigilated by trained personnel who are in line of sight and nearby the indemnified objects. This will normally mean at least one person to a room unless an acceptable alternative is agreed with the National Security Adviser. Warding or qualified staff must be constantly deployed in the exhibition rooms during the time the public is admitted and proper arrangements must be made for their relief for refreshment and other purposes. They must concentrate on the safety and security of the indemnified objects at all times.

14. When it is not possible to arrange for exhibition space(s) containing indemnified objects to be properly invigilated, it must be closed to the public.

15. There must be a form of drill, with which every member of staff is familiar, to cater for all emergencies.

16. An Emergency Plan should be drawn up and updated regularly and tested with practical exercises to cope with emergencies such as: fire; smoke; escape of water from tank, pipe or appliance; theft; robbery; vandalism; storm; explosion; terrorist act; political act; flood; riot; civil commotion; pest attack; earthquake; collision by aircraft or other vehicle.

17. Warding staff must be equipped with a means of communication to other members of staff.

18. When meetings, functions or other events are held in areas containing indemnified objects, consideration must be given as to an appropriate level of supervision.

19. Food or drink must not be allowed in the area containing the indemnified object except under arrangements approved by the National Security Adviser and Environmental Adviser of the Arts Council.

20. The arrangements for formal openings, private views, staff parties and other such events, functions and so on must comply with all the above conditions.

**A** In the event of loss or damage due to the specified conditions not having been observed the Secretary of State shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Secretary of State shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Secretary of State may require.



**B** These conditions are the minimum requirements of the Government Indemnity Scheme, but borrowers should be aware that some lenders impose additional conditions which the borrower will be required to meet for the loan to proceed.

January 2016

## **APPENDIX 5**

### **GENERAL TRANSPORT CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME<sup>1</sup>**

National Heritage Act 1980, section 16

1. Any transport company used to move the object(s) must have proven experience in the transport of fragile and valuable artefacts with employees recognised and trained in the handling of such material and must be able to meet the conditions below and confirm this in writing.
2. When object(s) are sent out or brought in from abroad, the company used must have the ability and appropriate experience to handle consignments of valuable and fragile material. When the value of a single consignment exceeds a threshold determined by DCMS, tracking devices will be fitted to the object carry cases as well as the carrying vehicles. Company staff must be experienced in dealing with airport and seaport procedures and all necessary documentation.
3. The removal, packing, unpacking and transport of the indemnified object must be supervised by senior members of the transport company in consultation with the lender and/or borrower of the object or under the licence of the Department for Transport's Known Consignor Scheme.
4. Any vehicle, whether owned by a transport company or the borrower or the lender, used for the transport of indemnified objects must conform to the specifications in paragraphs 5 to 10 below.
5. Vehicles used should normally be closed vans (i.e. having solid sides and roof) with a windowless freight compartment separate from the driving cab. All vehicles should be equipped with good quality locking devices. Additional locking facilities may also be required, such as closed shackle padlocks. Any locking bars or external fittings must be secured with concealed or non-return screws or welded or riveted into place.
6. Vehicles should provide appropriate protection against vibration and shock and extremes in relative humidity and temperature conditions for consignments of valuable and fragile material. Air-ride suspension and climate control equipment may be necessary in appropriate circumstances. Environmental conditions should be monitored.
7. Vehicles have to be equipped with tracking systems and crew with appropriate means of communication radio or mobile for dealing with delays or emergencies.
8. Keys to the freight compartment should be kept separate from the vehicle keys.

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<sup>1</sup>Special circumstances apply to overseas transport. Overseas arrangements should be at least as rigorous as shown in these Transport Conditions. You should discuss air and sea transport arrangements with the Museums Security Adviser if you need advice.

9. Vehicles other than closed vans may be used in appropriate circumstances, e.g. the carriage of exceptionally large items which may demand the use of an open lorry with the load suitably covered. Furthermore, small consignments or single items may be carried by car, small van, taxi, train or air provided a sufficient number of couriers and or staff are in attendance.
10. All vehicles must be fitted with fire fighting equipment appropriate to the load and the crew must be trained in its use.
11. Whatever method of transport is used, compliance with the operating conditions in paragraphs 12-19 is required.
12. A vehicle must always carry two drivers on long journeys, one driver and a courier on short journeys. The crew must be experienced in the handling of valuable consignments, responsible and capable of dealing effectively with an emergency situation.
13. Where a space on the carrying vehicle is limited, or where deemed essential for security control, a second escorting vehicle will need to be provided and equipped with radio/mobile telephone communications.
14. The route should be carefully planned and the addresses and telephone numbers of emergency services should be carried by the crews and accompanying couriers.
15. Ideally, the journey should be completed in one haul.
16. When a stopover is necessary arrangements must be made to lodge the vehicle and/or objects in secure premises which are protected by a 24-hour intruder and fire alarm system or under continuous supervision.
17. On no account should a vehicle be left unattended by the crew, even in an emergency.
18. Special circumstances may apply to some overseas transport, but arrangements must be no less rigorous than those specified above.
19. An effective 'no-smoking' policy should apply in respect of areas containing indemnified objects.

**A** In the event of loss or damage due to the specified conditions not having been observed the Secretary of State shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Secretary of State shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Secretary of State may require.

**B** These conditions are the minimum requirements of the Government Indemnity Scheme, but borrowers should be aware that some lenders impose additional conditions which the borrower will be required to meet for the loan to proceed.

January 2016

## **APPENDIX 6**

### **FOOD AND DRINK CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME**

National Heritage Act 1980, section 16

The general security and environmental conditions applying to exhibitions and displays covered by indemnity do not allow food and drink in the area containing the indemnified material unless arrangements are approved by the National Security Adviser and the Environmental Adviser of the Arts Council.

If it is not possible in connection with private views or other functions (such as formal openings, staff parties, concerts or dance events) to serve food and drink in spaces other than those containing indemnified objects the National Security Adviser must be consulted and the following conditions are likely to apply:

1. Food and drink is prepared and dispensed in a space not containing indemnified objects. No heat or steam generating equipment can be used or bottles uncorked in the space containing indemnified objects.
2. The serving and carrying of red wine in a space containing indemnified objects which are unglazed or uncased must be avoided.
3. Strict attention is given to the cleaning operation to ensure removal of residue of food and drink. Appropriate checks should ensure that chemical cleaning agents or extra amounts of water do not adversely affect environmental stability or the corrosivity of the atmosphere next to indemnified object.
4. Where practicable the installation of suitable barriers are required to prevent close approach to unglazed, fragile or sensitive exhibits. Such barriers must be a minimum of one metre distant from the indemnified object to provide a manageable sterile zone.
5. The deployment of adequate staff on invigilating duties in all exhibition spaces containing indemnified objects especially where barriers cannot be installed.

If arrangements are made incorporating the above together with any additional measures requires by the Arts Council the indemnity will remain valid. If, however, there are any doubts about arrangements or where it is felt that - indemnity may be affected or that different arrangements are sought, the National Security Adviser and Environmental Adviser must be consulted.

January 2016