

THE ROYAL AIR FORCE MUSEUM'S POLICY FOR LOANS OUT

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

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

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 year's 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.

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APPENDIX 1

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.

The table below details the relevant member of staff to contact about each collection:

Collection	Relevant staff
Aircraft and Exhibits	Aircraft and Exhibits Curator
	Stafford Manager
	Curator (Cosford)
	Curator (Stafford)
Archives	Archive, Library and Research Manager
Fine Art	Fine Art Curator
Library	Archive, Library and Research Manager
	Library Curator
Medals and Uniforms	Aircraft and Exhibits Curator
	Stafford Manager
	Curator (Cosford)
	Curator (Stafford)

In addition, the Head of Collections is available to review any queries.