



# Lending and Borrowing Policy

National Museums Northern Ireland

(Supplement to NMNI Collections Information and Access Policy 2015)

Document Name	<b>Lending and Borrowing Policy</b>
Document Owner	Anne Orr, Registrar
Created	Approved by Executive Team on: Approved by Board of Trustees on:
Last updated	
Next Review	February 2021

# **Contents**

- 1. Introduction**
- 2. Why does NMNI lend and borrow**
- 3. General information**
  - 3.1. Insurance and indemnity**
  - 3.2. Security**
  - 3.3. Due diligence**
- 4. Lending**
  - 4.1. Who does NMNI lend to**
  - 4.2. Preliminary enquiries**
  - 4.3. Notice period**
  - 4.4. Touring exhibitions**
  - 4.5. Lending criteria**
  - 4.6. Costs**
- 5. Borrowing**
  - 5.1. Who does NMNI borrow from**
  - 5.2. Borrowing criteria**
- 6. Appendix 1**
  - 6.1. Guide to borrowing from National Museums Northern Ireland**

## 1. Introduction

1.1. The Board of Trustees of National Museums Northern Ireland is authorised to lend collection objects and borrow objects from other public institutions or private individuals under the terms of the Museums and Galleries (Northern Ireland) Order 1998.

### 1.2. Framework

1.2.1. This policy is part of NMNI's Collections Management framework; it is supplementary to NMNI Collections Information and Access Policy 2015.

1.2.2. NMNI's Collections Management framework is informed by legislation, ethical codes and appropriate sectoral standards.

1.2.3. This policy refers to lending and borrowing objects for exhibition, display and research.

1.3. A simplified *Guide to borrowing from National Museums Northern Ireland* is available at [www.nmni.com](http://www.nmni.com).

## 2. Why does NMNI lend and borrow?

2.1. NMNI actively encourages loans to promote access to and disseminate information about our collections and to connect with the widest possible audience.

2.2. In lending and borrowing NMNI seeks to fulfil our Vision and Mission

### **Vision:**

Celebrate who we are: telling the stories of our past, challenging our present, shaping our future.

### **Mission:**

- Develop, manage and care for our collections to benefit current and future generations
- Make our collections accessible to the widest possible audiences
- Play a leading role in the economic and social wellbeing and future of this place
- Build an organisation where people feel valued

2.3. NMNI will consider lending objects from our collections unless there are legal, ethical or practical issues that prevent us.

2.4. NMNI will give careful consideration to the balance between the maximum benefit of loans within available resources and the least risk to objects.

### **3. General information**

#### **3.1. Insurance and indemnity**

- NMNI will give due consideration to the Government Indemnity Scheme Guidelines for national and non-national institutions<sup>1</sup>
- All risks, 'nail to nail' insurance or indemnity may be required for borrowed NMNI objects

#### **3.2. Security**

NMNI will give due consideration to the recommendations of the National Security Advisor, Arts Council England, when lending and borrowing objects.

#### **3.3. Due diligence**

NMNI will consider borrowing or lending objects unless there are legal, ethical or practical reasons not to lend.

### **4. Lending**

#### **4.1. Who does NMNI lend to**

- 4.1.1.** National Museums Northern Ireland lends to venues locally, nationally and internationally to promote access to and disseminate information about our collections, connecting with the widest possible audience.
- 4.1.2.** NMNI will lend to any museum, gallery, library, archive, public organisation, charitable organisation or public venue for the purposes of public display and/or research providing the loan conditions can be met.
- 4.1.3.** Loans to commercial organisations are considered only if objects are made accessible to the public and/or the loan is for research purposes providing loan conditions can be met.
- 4.1.4.** Loans to private individuals are considered only for academic research purposes and providing loan conditions can be met.
- 4.1.5.** Requests for objects on long-term loan will be considered. Long-term loans will be reviewed on a regular basis.

---

<sup>1</sup> Government Indemnity Scheme, Guidelines for national institutions, Arts Council England, January 2016  
Government Indemnity Scheme, Guidelines for non-national institutions, Arts Council England, January 2016

**4.1.6.** Acknowledgement must be made of NMNI in any exhibition captions, publicity (including graphics and social media) and publications unless otherwise agreed with NMNI. The form of acknowledgement should be approved in advance by NMNI.

## **4.2. Preliminary enquiries**

**4.2.1.** A formal request should be sent to NMNI CEO including:-

- List of objects to be borrowed with accession numbers where possible
- Title and dates of exhibition (if applicable)
- Proposed duration of loan (negotiable)
- Address of borrower and/or venue and contact details
- A clear rationale for the inclusion of the requested objects in the exhibition/display/research project

**4.2.2.** All requests will be acknowledged by the Registrar on receipt of a formal loan request letter.

## **4.3. Notice period**

**4.3.1.** Loan requests for local and national loans should be submitted at least six months prior to the requested start date of the loan.

**4.3.2.** Loan requests for international loans should be submitted at least nine months prior to the requested start date of the loan.

**4.3.3.** Any requests falling outside the notice period will be considered on a case by case basis with consideration given to available resources and ability to complete loan processes before requested start date.

## **4.4. Touring exhibitions**

NMNI produces touring exhibitions, both collections and non-collections based, within available resources.

## **4.5. Lending criteria**

**4.5.1.** The following criteria will be used to assess a loan request:-

- Object is available and not required for NMNI programmes or a prior loan request
- Object is in suitable physical condition for display and travel
- The suitability of venue, including potential borrower's ability to meet professional standards
- The relevance and importance of object to the exhibition theme and content

- The potential of knowledge enhancement
- Adequate public access
- The benefits of partnership activity
- The available resources to facilitate the loan

**4.5.2.** NMNI will carefully consider the balance between the above criteria to provide to the maximum benefit within available resources and with least risk to the objects.

**4.5.3.** If a loan request is refused NMNI will consider other options including but not limited to:-

- Reproduction
- Substitution of alternative object
- Alternative media

#### **4.6. Costs**

**4.6.1.** NMNI will make every effort to keep loan costs to a minimum.

**4.6.2.** All costs will be notified to borrower for approval prior to being incurred.

**4.6.3.** The borrower will be responsible for costs incurred including but not limited to:

- Photography (if required)
- Conservation (if required)
- Display preparation (if required)
- Packing
- Transport
- Insurance
- Courier costs (if required)

unless otherwise agreed with NMNI.

**4.6.4.** NMNI reserves the right to review costs within the duration of any loan.

## **5. Borrowing**

### **5.1. Who does NMNI borrow from**

**5.1.1.** NMNI borrows from museums, galleries, libraries, archives, public organisations, charitable organisations, commercial organisations and private owners locally, nationally and internationally to promote access, further research and disseminate information.

**5.1.2.** NMNI borrows for public display, research, for purposes leading to a publication and assessment prior to acquisition.

**5.1.3.** Requests for objects on long-term loan may be made. Long-term loans will be reviewed on a regular basis or as requested by the lender.

## **5.2. Borrowing criteria**

The following criteria will be used to assess when requesting a loan:-

- The loan should be for the purpose of exhibition or research
- Objects may be borrowed prior to or for purposes of assessment of a proposed acquisition
- Resources must be identified and available to facilitate the loan
- NMNI's display/storage environment must be suitable
- NMNI must be able to meet the lender's conditions
- Objects must not be otherwise available in NMNI collections
- Loans must be of demonstrable benefit to NMNI
- There must be an appropriate level of public access

## **5.3. Indemnity**

NMNI will provide indemnity for borrowed objects under the Government Indemnity Scheme <sup>2</sup>

---

<sup>2</sup> Government Indemnity Scheme, Guidelines for national institutions, Arts Council England, January 2016

**6. Appendix 1: Guide to borrowing from National Museums Northern Ireland**





explore/engage/enjoy

# Guide to borrowing from National Museums Northern Ireland

2017

## **Contents**

- 1. Introduction**
- 2. Who do we lend to**
- 3. Preliminary enquiries**
- 4. Formal requests to borrow**
- 5. How much notice does NMNI need**
- 6. How decisions are made**
- 7. If a loan is refused**
- 8. Terms and conditions**
- 9. Preparation for loan**
- 10. Reproduction**
- 11. Costs**
- 12. Insurance and indemnity**
- 13. Long-term loans**
- 14. Travelling exhibitions**
- 15. Acknowledgement**
- 16. Contact**

## **1. Introduction**

National Museums Northern Ireland (NMNI) actively encourages loans from its collections to promote access to and disseminate information about its collections and to connect with the widest possible audience.

NMNI views loans as a collaborative partnership that enables us to maximise access to its collections.

NMNI lends locally, nationally and internationally to borrowers that can meet its loan conditions.

NMNI's policy on lending can be found in the Collections Information and Access Policy<sup>3</sup> and the supplementary Lending and Borrowing Policy<sup>4</sup>.

NMNI must balance the work involved in loans with its own programme of activities and each loan will be considered on a case by case basis and with the appropriate assessment of risk.

This guide is intended to help make a successful application to borrow from NMNI collections and to make the process as easy as possible.

Loans are managed by the NMNI Registrar. ([loans@nmni.com](mailto:loans@nmni.com))

## **2. Who do we lend to**

NMNI considers loan requests from any museum, gallery, library, archive, public organisation, charitable organisation or public venue for the benefit of public display and/or research purposes.

Loans to commercial organisations are considered only if objects are made accessible to the public and/or the loan is for research purposes, providing the loan conditions can be met.

Loans to private individuals are considered only for research purposes providing the loan conditions can be met.

## **3. Preliminary enquiries**

Prior to the formal written request it may be useful to contact NMNI to discuss the loan. Please contact the Registrar who will direct the query to the correct person within NMNI. General collections information may also be found at <https://nmni.com/Home/Online-Collections> and for the oil paintings collection at <http://artuk.org>.

---

<sup>3</sup> [http://nmni.com/getattachment/Home/About-Us/Corporate-Documents/Cat/NMNI\\_Collections-Information-Access-Policy.pdf.aspx](http://nmni.com/getattachment/Home/About-Us/Corporate-Documents/Cat/NMNI_Collections-Information-Access-Policy.pdf.aspx)

<sup>4</sup> <http://nmni.com/getattachment/Home/About-Us/Corporate-Documents/Cat/NMNI-Lending-And-Borrowing-Policy.pdf.aspx> (tbc)

#### **4. Formal requests to borrow**

A formal written request should be sent to

Kathryn Thompson  
Chief Executive  
National Museums Northern Ireland  
Cultra  
Holywood  
County Down  
Northern Ireland  
BT18 0EU

Information should include:-

- List of objects to be borrowed with accession numbers where possible
- Title and dates of exhibition (if applicable)
- Proposed duration of the loan (negotiable)
- Address of borrower and/or venue and contact details
- A clear rationale for the inclusion of the object requested for the exhibition/display/research project
- Details of any publication to be produced to accompany the exhibition/display/research project
- Exhibition organiser's address and contact details if different from borrower/venue details
- Details of tour and all proposed venues (if applicable)
- Details of any reciprocal or partnership proposals

#### **5. How much notice does NMNI need**

If possible, loan requests for local and national loans should be submitted at least six months prior to the requested start date of the loan and requests for international loans at least nine months prior.

NMNI will consider any requests falling outside the notice period on a case by case basis with consideration given to available resources and ability to complete loan processes before requested start date.

#### **6. How decisions are made**

When a formal request is received by the Chief Executive it will be forwarded to the Registrar and appropriate department for consideration. The loan will be acknowledged by the Registrar and further information may be requested.

To enable NMNI to assess the loan we require:-

- Venue facilities report
- Venue security report
- Details of proposed display/exhibition/research

NMNI will:-

- Notify the potential borrower if the object requested is required for NMNI displays, research or has already been committed for loan
- Assess the legal and ethical implications of the loan
- Assess physical suitability of object for loan and travel
- Assess the suitability of the venue, including potential borrower's ability to meet professional standards
- Assess the relevance and importance of object to the exhibition theme and content
- Assess the potential of knowledge enhancement
- Assess level of public access
- Assess the benefits of partnership activity
- Check resources are available to facilitate the loan

NMNI will work with the borrower to ensure any issues with requests are discussed and resolved to the satisfaction of both NMNI and the borrower.

#### **7. If a loan is refused**

Reasons NMNI may not lend include but are not limited to:-

- The requested object is required for NMNI displays, research or has already been committed for loan
- Legal or ethical issues prevent the loan
- The object is physically unsuitable for loan or travel
- The venue is unsuitable or cannot provide suitable professional standards
- The level of public access is inadequate
- The resources are unavailable to facilitate the loan

In cases where NMNI decides not to lend an object, consideration will be given to:-

- Substitution of an alternative object
- Allowing a reproduction to be produced and/or purchased
- Use of alternative media

#### **8. Terms and conditions**

Borrowers will be required to sign a Loan Agreement stating the terms and conditions prior to the release of the loan.

All terms and conditions of the loan must be agreed with NMNI. They include but are not limited to:-

- Duration of loan
- Display requirements
- Reproduction
- Insurance/Indemnity
- Transport

- Security

Loan Agreement terms and conditions will be provided on request.

Borrowers are requested to fully read and consider the Loan Agreement and any queries should be discussed with the Registrar.

## **9. Preparation for loan**

NMNI will provide to the borrower:-

- Condition reports
- Assessment of preparation including costs if applicable
- Requirements for packing and transport
- Requirements for display
- Loan Agreement stating terms and conditions of loan

## **10. Reproduction**

Photography of loaned objects for reproduction must only be undertaken by NMNI staff. Please contact the Picture Library Executive ([picture.library@nmni.com](mailto:picture.library@nmni.com)) to:-

- Obtain images
- Get permission to reproduce
- Query copyright
- Agree acknowledgements.

## **11. Costs**

NMNI will recover any direct expenses incurred when lending objects from the collection unless otherwise agreed. These normally include:-

- Photography (if required)
- Conservation (if required)
- Display preparation (if required)
- Packing
- Transport
- Insurance
- Courier costs (if required)

Where considerable staff time is required to facilitate a loan, NMNI may recover staffing costs. All costs will be notified to the borrower as early as possible in the loans process.

## **12. Insurance and indemnity**

NMNI will give due consideration to the Government Indemnity Scheme Guidelines for national and non-national institutions<sup>5</sup>

---

<sup>5</sup> Government Indemnity Scheme, Guidelines for national institutions, Arts Council England, January 2016

All risks, 'nail to nail' insurance or indemnity, at valuations determined by NMNI, may be required. The insurance or indemnity policy terms must be approved by NMNI and provisions of cover must be to an agreed standard. Proof of required insurance or indemnity must be received by NMNI before a loan is released.

### **13. Long-term loans**

Long-term loan requests will be considered, in particular where they facilitate public access and promote partnership activity. Arrangements for long-term loans will generally be the same as for short-term loans. Long-term loans will be reviewed on a regular basis, normally annually.

### **14. Travelling exhibitions**

NMNI produces travelling exhibitions, both collections and non-collections based. Exhibitions consisting of non-collection material are available to a wider range of venues.

Information on available exhibitions may be obtained from the NMNI Interpretation Manager. ([exhibitions@nmni.com](mailto:exhibitions@nmni.com))

### **15. Acknowledgement**

Acknowledgement must be made of NMNI in any exhibition captions, publicity (including graphics and social media) and publications unless otherwise agreed. The form of acknowledgement should be approved in advance by NMNI.

The borrower should inform NMNI of any events or publicity associated with the loan.

### **16. Contact**

If you would like to discuss any aspect of the loans process please contact:-

Registrar,  
National Museums Northern Ireland,  
Cultra,  
Holywood,  
County Down,  
Northern Ireland,  
BT18 0EU.  
([loans@nmni.com](mailto:loans@nmni.com)).

# Guide to Borrowing from NMNI Flowchart

