



NATIONAL MUSEUMS NI

Lending and Borrowing Policy

National Museums NI

(Supplement to National Museums NI Collections Information and Access Policy 2021)

Document Name	Lending and Borrowing Policy
Document Owner	Anne Orr, Registrar
Created	Approved by Executive Team on: Approved by Board of Trustees on:
Last updated	
Next Review	May 2023

Contents

- 1. Introduction**
- 2. Why does National Museums NI lend and borrow**
- 3. General information**
 - 3.1. Insurance and indemnity**
 - 3.2. Security**
 - 3.3. Due diligence**
- 4. Lending**
 - 4.1. Who does National Museums NI 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 National Museums NI borrow from**
 - 5.2. Borrowing criteria**
- 6. Appendix 1**
 - 6.1. Guide to borrowing from National Museums NI**

1. Introduction

1.1. The Board of Trustees of National Museums NI 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 National Museums NI's Collections Management framework; it is supplementary to National Museums NI Collections Information and Access Policy 2021.

1.2.2. National Museums NI'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 NI* is available at www.nmni.com.

2. Why does National Museums NI lend and borrow?

2.1. National Museums NI 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 National Museums NI 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. National Museums NI will consider lending objects from our collections unless there are legal, ethical or practical issues that prevent us.

2.4. National Museums NI 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

- National Museums NI will give due consideration to the Government Indemnity Scheme Guidelines for national and non-national institutions¹
- All risks, 'nail to nail' insurance or indemnity may be required for borrowed National Museums NI objects

3.2. Security

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

3.3. Due diligence

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

4. Lending

4.1. Who does National Museums NI lend to

- 4.1.1.** National Museums NI 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.** National Museums NI 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 the loan conditions can be met.
- 4.1.4.** Loans to private individuals are considered only for academic research purposes and providing the 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.

¹ 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.** International loans may be subject to export licensing controls. National Museums NI will abide by all regulations as required by relevant governmental procedures. Borrowers will be required to ensure that they also comply with all relevant governmental procedures.
- 4.1.7.** Loans to specialist interest groups will be considered on an individual basis with consideration given to the benefit any partnership may bring to collections access and care.
- 4.1.8.** Acknowledgement must be made of National Museums NI in any exhibition captions, publicity (including graphics and social media) and publications unless otherwise agreed with National Museums NI. The form of acknowledgement should be approved in advance by National Museums NI.

4.2. Preliminary enquiries

4.2.1. A formal request should be sent to National Museums NI 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 Registry within one month of receipt of a formal loan request letter.

4.2.3. Loans will be considered at quarterly meetings (Feb, May, August, November). Borrowers will be informed of approval in principal subject to final approval by the CEO and Board of Trustees when required. Discussions may require further information to be provided.

4.3. Notice period

4.3.1. Requests for local loans should be submitted at least nine months prior to the requested start date of the loan.

4.3.2. Loan requests for national and Irish venues should be submitted at least one year prior to the requested start date of the loan.

4.3.3. Requests for international loans should be submitted at least eighteen months prior to the requested start date of the loan.

- 4.3.4.** 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.
- 4.3.5.** It is recommended that negotiations begin minimum three months before formal request.
- 4.3.6.** Where a number of objects are requested, additional time may be required to prepare them for loan and to process the request. The larger the number of objects requested the longer the period of notice required.

4.4. Touring exhibitions

National Museums NI may produce 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 National Museums NI programmes or a prior loan request
- Object is in suitable physical condition for display and travel
- Borrowers must demonstrate professional standards with regard to collections care.
- The suitability of venue. Borrowers must demonstrate their facilities can maintain the loaned items in appropriate conditions.
- 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
- The loan of an object will have no detrimental impact on the delivery of National Museums NI's own committed and planned programmes.
- Borrower will make it clear if the venue or exhibition will charge admission.

4.5.2. National Museums NI 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 National Museums NI will consider other options including but not limited to:-

- Reproduction
- Substitution of alternative object

- Alternative media

4.6. Costs

- 4.6.1.** National Museums NI 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 as notified in the Loans Charging Schedule National Museums NI reserves the right to review costs within the duration of any loan.
- 4.6.4.** If loan is cancelled by the borrower they may still be charged for costs incurred.

5. Borrowing

5.1. Who does National Museums NI borrow from

- 5.1.1.** National Museums NI 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.** National Museums NI borrows for public display, research, for purposes leading to 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
- National Museums NI's display/storage environment must be suitable
- National Museums NI must be able to meet the lender's conditions
- Objects must not be otherwise available in National Museums NI collections
- Loans must be of demonstrable benefit to National Museums NI
- There must be an appropriate level of public access

5.3. Indemnity

National Museums NI will provide indemnity for borrowed objects under the UK Government Indemnity Scheme ²

² Government Indemnity Scheme, Guidelines for National institutions, Arts Council England, January 2016

6. Appendix 1: Guide to borrowing from National Museums NI



NATIONAL MUSEUMS NI

Guide to borrowing from

National Museums NI

2021

Contents

- 1. Introduction**
- 2. Who do we lend to**
- 3. Preliminary enquiries**
- 4. Formal requests to borrow**
- 5. How much notice does National Museums NI 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 NI actively encourages loans from its collections to promote access to and disseminate information about its collections and to connect with the widest possible audience.

National Museums NI views loans as a collaborative partnership that enables us to maximise access to its collections.

National Museums NI lends locally, nationally and internationally to borrowers that can meet its loan conditions.

National Museums NI's policy on lending can be found in Lending and Borrowing Policy 2021³.

National Museums NI 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 National Museums NI collections and to make the process as easy as possible.

Loans are managed by the National Museums NI Registrar. (loans@nmni.com)

2. Who do we lend to

National Museums NI considers loan requests from any museum, gallery, library, archive, public organisation, charitable organisation or public venue for public display and/or research purposes providing the loan conditions can be met.

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.

Loans to specialist interest groups will be considered on an individual basis with consideration given to the benefit any partnership may bring to collections access and care.

3. Preliminary enquiries

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

³<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 NI
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 National Museums NI need

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

National Museums NI 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 National Museums NI to assess the loan we require:-

- Venue facilities report
- Venue security report

- Details of proposed display/exhibition/research

National Museums NI will:-

- Notify the potential borrower if the object requested is required for National Museums NI 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

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

7. If a loan is refused

Reasons National Museums NI may not lend include but are not limited to:-

- The requested object is required for National Museums NI 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 environmental and professional standards
- The level of public access is inadequate
- The resources are unavailable to facilitate the loan

In cases where National Museums NI 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 National Museums NI. 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

National Museums NI 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 National Museums NI staff. Please contact the Picture Library Executive (picture.library@nmni.com) to:-

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

11. Costs

National Museums NI will recoup costs incurred as detailed in the Loans Charging Schedule. (Appendix 1)

All costs will be notified to the borrower as early as possible in the loans process.

12. Insurance and indemnity

National Museums NI will give due consideration to the Government Indemnity Scheme Guidelines for national and non-national institutions⁴

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

⁴ 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

13. Licencing and Customs Clearances

Import/Export licencing and customs clearances may be required for any loan outside Northern Ireland. Discussions should begin at an early stage in the loans process to enable all licences and declarations to be in place when transporting loans.

14. 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.

15. Travelling exhibitions

National Museums NI 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 National Museums NI Interpretation Manager. (exhibitions@nmni.com)

16. Acknowledgement

Acknowledgement must be made of National Museums NI 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 National Museums NI.

The borrower should inform National Museums NI of any events or publicity associated with the loan.

17. 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).

Guide to Borrowing from National Museums NI

Flowchart

