

# Loans Policy

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Hull History Centre is a partnership between Hull City Council and the University of Hull. The City Council's obligations to the partnership are administered and delivered on its behalf by Hull Culture & Leisure Ltd a wholly owned Hull City Council company. The partners aim to provide a seamless service to stakeholders and the following should therefore be read as applying to both partners unless otherwise stated.

## 1. How to identify items

The Hull History Centre holds the records of the City Council and the University of Hull both of which can be searched via our on-line catalogue at:

<http://catalogue.hullhistorycentre.org.uk>.

## 2. Requesting items for loan

- a) We must receive your application for a loan not less than six months prior to the opening date of the exhibition.
- b) We will normally acknowledge your application within one week and inform you of our decision within three weeks.
- c) In cases where items are not owned by either the City Council or the University additional permission will be required from the owner(s) of the item(s). This process may extend the three-week response period.
- d) The normal loan period is three months.
- e) Documents will be lent to a single institution; applications for a travelling exhibition will not be accepted.
- f) Irrespective of the terms of the loan, the borrowing authority must return any or all of the exhibits at the written request of either the City Archivist, the University Archivist or the owner(s) of the item(s).
- g) The City Archivist or the University Archivist reserves the right, at any time, not to proceed with a loan.

## 3. Conditions of loan

- a) Exhibition premises must be safe and secure in all respects and adequate safeguards in place before any items are borrowed. This will be in accordance with PD 5454 'Recommendations for the Storage and Display of Archival Material 2012'.
- b) In cases where we are unable to lend a document due to its condition, size, format, or similar reason, we will suggest a good quality facsimile as an alternative.

- c) The documents will be accompanied to and from the exhibition by a professional member of History Centre staff who has absolute discretion to withdraw the documents on loan if dissatisfied with conditions at the designated venue.

#### **4. Allocation of costs**

All costs will be borne by the borrower. This will include:

- a) Standard charges for conservation treatment (if required), and packing exhibition items.
- b) The cost of security negatives, photographic or facsimile copies and insurance where required.
- c) Travel and accommodation for The History Centre member of staff who accompanies the item. For security purposes air travel will be at business class rates. Subsistence expenses will be included in the invoice we send you, and should not be paid to our staff member.
- d) We will provide you with an estimate of costs, along with the acknowledgement, within three weeks of receiving the loan request.

#### **5. Care of the document(s) or items**

- a) Items must not be stored anywhere other than the stated place of exhibition.
- b) Items are lent for the purpose of public exhibition only and may not be made available for study or other purposes outside their showcases without the written consent of the City Archivist, the University Archivist or the owner(s) as appropriate.
- c) All items must be displayed in locked showcases. Any other method of display, particularly wall mounts, must be discussed with the History Centre Conservation staff.
- d) After they have been mounted in the showcase for exhibition items must be left undisturbed, except in the case of any emergency, until the exhibition is dismantled.
- e) No mark in pencil, ink, paint or any other material may be made on any items, nor may any such existing mark be obliterated. No adhesives of any kind may be applied to the items. All materials used within the cases, with which the items may come into contact, must be acid-free and free of any pollutants.
- f) No conservation measures of any description may be carried out other than at the Hull History Centre, or when our member of staff is present.

## **6. Reproduction**

- a) Official photography is only allowed with the written consent of the City Archivist or the University Archivist with our Conservation staff having discretion to decide on the appropriate level of lighting.
- b) Photography by the general public will not be allowed.
- c) Security copies will be made of all items before they leave the Hull History Centre. If appropriate, any prints required can be taken from them. Please order copies when you apply for a loan.

## **7. Caption**

- a) Any caption or credit used for display purposes, and any description given in a catalogue, must reference that the item is on loan from 'The Hull History Centre' and clearly display the Hull History Centre's catalogue reference.
- b) One copy of the exhibition catalogue must be sent to the Hull History Centre free of charge.

## **8. Environment**

- a) Environmental conditions will be declared prior to the loan agreement and will be dependent on the exhibits. The Hull History Centre will require written assurance that the environmental conditions are suitable for the exhibits and will stipulate any necessary changes.
- b) No food, drink or smoking can be allowed in the exhibition area.

## **9. Insurance against damage**

- a) The Hull History Centre will determine the insurance value required in all cases.
- b) UK government indemnity can be accepted from libraries, galleries and museums within the United Kingdom, but commercial insurance will be necessary where that facility is not available, and from foreign borrowers. Proof of insurance will be required before the loan is made.
- c) In the case of overseas loans, insurance arrangements must be made by, and at the expense of, the borrower.

## **10. Packing and display**

- a) The staff of the Hull History Centre will pack all items for transport to and from the exhibition.

- b) The borrower must retain the packaging during the course of the exhibition to enable it to be used for the return of the exhibits.
- c) A member of the Hull History Centre staff must be present when exhibition items are put in place. This will be managed in consultation with the exhibition organisers.
- d) A condition report will accompany each item on loan and must be agreed with the borrower before display. It must be checked and agreed at the end of the exhibition.

### **11. Travel arrangements**

- a) Items should travel shortly before the exhibition opens to minimise risk and to avoid unreasonable inconvenience to readers at the Hull History Centre.
- b) The Hull History Centre will decide the carrier to be used and make the necessary arrangements for exhibitions in the UK. For overseas exhibitions it may appoint a shipping agent to make arrangements on its behalf.
- c) All items must travel under the personal supervision of a member of the Hull History Centre staff, even if that necessitates the purchase of extra aircraft or train seats.
- d) Customs formalities for overseas loans will be handled by the UK shipping agent. The borrower is responsible for making similar arrangements for the return journey. The loan can only be unpacked in the presence of a member of the History Centre staff, for examination at any point on either journey.

All or any of these conditions can be waived at the discretion of the City Archivist or the University Archivist as appropriate.

### **12. Review**

This policy will be reviewed every two years.

Last updated: 23 October 2018

To be reviewed October 2020