

Library of Birmingham Birmingham Archives & Collections Exhibition and Loan Policy



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Introduction

The mission of Birmingham Archives and Collections is to acquire, preserve and promote the archives of the City of Birmingham, its people, businesses, institutions and societies, making these records as widely accessible as possible.

Aim of the Policy

This document outlines The Library of Birmingham's standard exhibition and loan policy. This policy will act as a guide for making external loan requests for items in Library of Birmingham's care.

IT DOES NOT relate to the temporary withdrawal of collections, or parts of collections, by depositors. See the Deposit Agreements for further information.

Making a loan request

Calm View (<http://calmview.birmingham.gov.uk/CalmView/>) is our online catalogue which provides information about our records. If you are unable to find what you are searching for it may be available in a printed catalogue in the Wolfson Centre. When requesting a loan for exhibition the borrower must give details of the exact item(s) of part of an item to be displayed. In order to identify a suitable folio or if you have any enquiries please contact archives.heritage@birmingham.gov.uk

Timescales

We must receive loan applications at least **6 months** prior to the opening date of the exhibition. This is to allow enough time to do condition checks, paperwork, conservation, photography and mounting.

We will normally acknowledge applications for loan within 20 working days.

- The normal loan period is **3 months** unless agreed otherwise.
- The borrower must return any of the exhibited documents at the written request of the Library of Birmingham irrespective of the terms of the loan.
- Library of Birmingham reserves the right to not proceed with any loan application.

Assessment of loan

All loans will be assessed by our Conservator at the Library of Birmingham. In cases where we are unable to lend a document due to its condition, format etc, we might be able to suggest an alternative such as a facsimile.

All documents will usually be accompanied to and from an exhibition by the Library of Birmingham's Conservator. They will have absolute discretion to withdraw the document on loan if dissatisfied with the conditions at the venue.

Costs

The borrower will be responsible for expenses incurred by the Library of Birmingham in making a loan. This includes:

- Staff time required for administration, conservation treatment, mounting, documentation, packing and couriering exhibition items
- The cost of security copies, facsimile and insurance where required
- Travel and accommodation for the courier who accompanies the item
- Subsistence expenses/per diem

Once the loan has been assessed we will provide an estimate of costs.

If for whatever reason the loan is cancelled, all reasonable costs incurred to that date will be charged for.

Document care

Documents are lent for the purpose of public exhibition only. Documents cannot be used for any other purpose without the written permission of Library of Birmingham.

No mark in pencil, ink, paint or any other material may be made on any document. No adhesives of any kind may be applied to the documents. All materials used within the display cases must be acid-free and free of pollutants.

No conservation measures may be carried out other than at the Library of Birmingham or when a member of Library of Birmingham staff is present.

Facilities and Security

All loans are subject to prior review of a facility report from Borrower. Copies of facility reports must be provided before any loans can be granted.

All documents must be displayed in locked showcases. Any other method of display must be discussed with the Conservator at Library of Birmingham.

Documents must be placed in their showcases by the approved courier or authorised representative who will supervise the locking of the case. After this, all exhibits and their mounts must remain untouched. An alarmed case may be specified by the Library of Birmingham.

Required environmental conditions for the object will be declared prior to the loan agreement and will be dependent on the exhibits. We require that the environmental conditions are suitable for the exhibits and will stipulate any necessary changes. Lighting requirements will take into account previous display exposure of exhibit(s).

The environment for the gallery and store must be stable and should be within these parameters:

- The temperature is 18-21°C with fluctuations of no more than +/- 1°C per 24 hours
- The relative humidity is between 45-55% with fluctuations of no more than +/- 5% per 24 hours

- Light levels will not exceed 50 lux with the proportion of ultraviolet not exceeding 10 microwatts per lumen.

No loaned work shall be permitted to come into direct contact with or close proximity to heating, cooling, humidification, or ventilation outlets. Smoking, eating and drinking is strictly forbidden in galleries, storage or receiving/holding areas where Loaned items are located.

Loaned Work shall not be exposed to sunlight, strong incandescent or halogen light, or fluorescent light (unless fluorescent fixtures have been fitted with ultra-violet resistant filters). All sources of direct daylight or strong artificial light in galleries where Loaned Work is installed should be covered.

Insurance against damage

Loaned work will be insured at borrower's expense. The policy must be approved by Library of Birmingham.

All loans must be insured before the loan can take place.

Packing and display

Packaging must be stored safely by the borrower during the course of the exhibition so it can be used for the return of the exhibits.

The Library of Birmingham will mount all exhibition items in consultation with the exhibition organisers. Where possible items will arrive mounted. If items are not mounted, the display will be arranged by, or under the supervision of, the accompanying member of Library of Birmingham staff in accordance of a previously agreed design.

A condition report will accompany each item on loan and must be agreed with the borrower before display. The report must be agreed and signed at the end of exhibition.

Travel

Items should only travel shortly before the exhibition opens to minimize risk and to avoid inconvenience to Library of Birmingham users.

Transport and travel arrangements will be organised by the borrower. For overseas loans, the borrower is responsible for appointing a shipping agent, subject to approval from the Library of Birmingham. The shipping agent will handle customs formalities.

All items must travel under the constant supervision of the member of Library of Birmingham staff, or an authorised representative, even if that necessitates the purchase of extra aircraft or train seats. When escorting the loan, the courier will travel in business class when travelling by air. Cargo haulage will only be considered if the size restricts cabin transportation.

On arrival to the venue, a period of time, usually 24 hours will be required for the objects to acclimatize before being unpacked and installed. No loan will be unpacked other than by a member of Library of Birmingham staff, or an authorised representative, for examination at any point on either journey.

Borrowed documents must not be stored anywhere other than the stated place of exhibition, unless previously agreed.

Return of Loaned items

The Library of Birmingham must be contacted no less than 3 weeks prior to the close of exhibition to confirm delivery arrangements.

Attendance figures

The borrower should send the Library of Birmingham within 1 month of exhibition closure:

- The final attendance figures for the exhibition
- An estimate of the Library of Birmingham's contribution to the exhibition expressed as a percentage

These figures contribute towards an annual return for CIPFA/ARA (Chartered Institute of Public Finance and Accountancy/ Archives and Records Association) - Archive Services and Statistics.

Reproduction

The borrower may not publish any images of loan material without prior authorisation from the Library of Birmingham. If you wish to publish Copyrighted works with the intention of publishing then you must provide written permission from the Copyright holder(s) first, or obtain a licence for publishing orphan works from the Intellectual Property Office.

Captions and credits

All borrowed items should be captioned as the following:

A full reference number, Archives and Collections, Library of Birmingham.

Where a creator or depositor is still living they may wish to be credited.

Procedure for review

This policy document requires review every two years. The next review date is March 2019, unless circumstances dictate otherwise.