

## **Terms and Conditions of Loan**

### **1. Authorisation**

- 1.1. Authority to lend objects from the collection is delegated to the Director, who in turn delegates this responsibility to Collections staff. All loans are included as statistics in the Museum's Annual Report.

### **2. Duration of Loan**

- 2.1. The loan shall be for the period specified above. If the Borrower wishes to extend the period of loan he/she must apply in writing to the loan supervisor listed above at least one month before the original loan period expires.
- 2.2. The Museum reserves the right to withdraw the object(s) at any time during the period of the loan. In particular, failure to comply with the conditions of the loan may result in the object(s) being recalled.

### **3. Packing and Transportation**

- 3.1. The object(s) must travel in a fitted packing case to be made at the Borrower's expense.
- 3.2. An officer of the Museum may accompany the objects on outward and return journeys or similarly attend upon their receipt and despatch at the Borrower's premises. This will be at the Borrower's expense.
- 3.3. The object(s) will not be released until the Museum is satisfied with the standard of packing and of the security and protection of the object(s) on any vehicle. For the return to the Museum the Borrower will provide packing and transport equivalent to that used on the outward journey. The cost of all the packing and transport may be borne by the Borrower.
- 3.4. The object(s) are to be handled as little as possible and only under instruction from the Museum's representative. Protective gloves must be worn.

### **4. Storage and Display**

- 4.1. At all times the Borrower shall take all necessary to preserve the object(s) in good and substantial repair and condition to the satisfaction of the Museum and shall comply with all instruction given by him/her for such purposes. The obligation of the borrower shall commence immediately after the object(s) are removed from the Museum by the Borrower and shall continue until such time as the object(s) are restored to the Museum's possession.
- 4.2. The Borrower will ensure that the object(s) are maintained in a suitable condition for display. Dusting and other light cleaning may be carried out (subject to approval) but no repairs, restoration, conservation, marking or extensive cleaning may be undertaken nor may any items be removed from their frames without prior written permission of the Museum.
- 4.3. Reasonable access to the object(s) on loan must be provided by the Borrower to officers of the Museum for the purpose of inspection. This may be at the Borrower's expense.
- 4.4. Light levels must not exceed the specified level.
- 4.5. The temperature must be kept within the specified range. Rate of change to be as minimal as possible.
- 4.6. The relative humidity must be kept within the specified range. Rate of change must be minimal.
- 4.7. The object(s) must be in an area monitored by an alarm system, exhibited behind a barrier and out of reach of the public or exhibited in a locked showcase as agreed in writing prior to the commencement of the loan.
- 4.8. Specialised materials will be required for the mounting and display of the object(s). Mounts may be made at the Borrower's expense.

### **5. Risk and Insurance**

- 5.1. Unless agreed in writing prior to the commencement of the Loan, the Borrower shall bear all expenses in connection with the loan including the cost of packing, transport, 'point to point' insurance and shall apply the conditions contained in this agreement.
- 5.2. The Museum must be informed immediately of the loss of any object(s) or of any damage to them of whatever nature including any such discovered on first receipt/delivery.
- 5.3. The Borrower shall not cause, permit or suffer any object(s) to be subject to any distress, execution or other legal process.

### **6. Photography**

- 6.1. All rights including copyright remain the property of the Museum. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Borrower or other bodies or persons without the prior written permission of the Museum.

### **7. Borrower's General Covenants**

- 7.1. An acknowledgement to 'Manchester Museum, The University of Manchester' must be given in all exhibition labels and catalogue entries for the object(s). Two copies of any published catalogue which includes entries for the object(s) must be provided for the Museum.
- 7.2. The Borrower may not lend the object(s) to any third party nor may the object(s) be removed from specified display premises without the prior written permission of the Museum.
- 7.3. The object(s) are and shall remain the property of the Museum and nothing in these conditions of loan shall be deemed to confer on the Borrower any interest whatsoever in the object(s).
- 7.4. Any breach of these conditions may prejudice further loan agreements. We may make such information available to other museums.