

## Loans Out Policy

### Purpose

The Whitworth is committed to lending works from the collection for the following reasons:

- To make collections more widely accessible within the UK and internationally
- To further knowledge, understanding and scholarship relating to the works in its care
- To increase national and international co-operation
- To enhance the reputation of the Whitworth

### Who can borrow

- Loans are made to public exhibitions within the UK and abroad
- We do not lend to individuals, private or commercial exhibitions

### How to request a loan

- Formal and final loan requests should be addressed to the Director, copying in our Gallery Registrar, at least 12 months before the exhibition is due to start
- Prior to this, advice may be sought from the relevant Curator and/or Gallery Registrar

The formal written request should contain the following information:

- Exhibition dates
- The scope of the exhibition, and details of touring venue(s) if any
- Facilities Report and Security Supplement available from UK Registrars Group
- List of works requested, including accession numbers

### Lending criteria

Decision to lend works will depend upon:

- The ability of the Borrower to comply with the Whitworth's Conditions of Loan
- Availability of the artwork (it may already be planned to be displayed at the Gallery, or loan agreed with another venue)
- Condition of the work

# the Whitworth

## Costs

The Borrower will be asked to pay a modest loan administration fee, meet all direct costs associated with a loan, and cover costs for essential conservation and technical work. All costs incurred for a loan shall be borne by the Borrower in the event of changes to or withdrawal by the Borrower.

The Borrower will bear the following costs:

	UK venues	International venues
ADMINISTRATION	£150 per loan, plus £20 per object if over 10	£750 per loan - Europe £1,000 per loan - rest of world £50 per object if over 5
TOURING FEE	As above	As above
CONDITION REPORT	In house - £50 per hour External oil conservator - at cost	In house - £50 per hour External oil conservator - at cost
CONSERVATION	In house - £50 per hour External conservator - at cost	In house - £50 per hour External conservator - at cost
FRAMING/LOAN PREPARATION	In house - £50 per hour External conservator - at cost	In house - £50 per hour External conservator - at cost
TRANSPORT AND PACKING	At cost	At cost
MATERIALS AND MOUNTMAKING	At cost	At cost
INSURANCE AND INDEMNITY	At cost	At cost
COURIER TRAVEL AND ACCOMMODATION	At cost	At cost
COURIER PER DIEM	£35 outside London £45 London	Variable
PHOTOGRAPHY	At cost	At cost

# the Whitworth

CHARGES APPLICABLE IN THE EVENT OF CHANGES TO OR WITHDRAWAL OF A LOAN	Direct costs expended for preparation of a loan.	Direct costs expended for preparation of a loan.
	Indirect costs, where undertaking of staff time or corresponding service has already been provided in preparation of a loan.	Indirect costs, where undertaking of staff time or corresponding service has already been provided in preparation of a loan.
	50% of the loan fee will be charged, should a loan be changed or withdrawn within 6 months (but not less than 3 months) of the dispatch date.	50% of the loan fee will be charged, should a loan be changed or withdrawn within 6 months (but not less than 3 months) of the dispatch date.
	The full loan fee will be charged, should a loan be changed or withdrawn within 3 months of the dispatch date.	The full loan fee will be charged, should a loan be changed or withdrawn within 3 months of the dispatch date.
ADDITIONAL INFORMATION	N/A	Carbon offset charge to be assessed depending on loan

## Security

- Security at the loan venue and in transit must meet UK Government Indemnity Security and transport conditions, as follows:

[https://www.artscouncil.org.uk/sites/default/files/download-file/GIS\\_National\\_guidelines\\_2016.pdf](https://www.artscouncil.org.uk/sites/default/files/download-file/GIS_National_guidelines_2016.pdf)

[https://www.artscouncil.org.uk/sites/default/files/download-file/GIS\\_Non\\_national\\_guidelines\\_2016.pdf](https://www.artscouncil.org.uk/sites/default/files/download-file/GIS_Non_national_guidelines_2016.pdf)

## Environment and display

- Environmental conditions will be specified according to the requirements of individual loans

## Transport

- Packing and transport requirements will be specified in the Conditions of Loan, and on the Loan Agreement

## Insurance/Indemnity

- The work(s) should be insured on an all risks, nail to nail basis, under a specialist fine art insurance policy. We would be grateful if you could send a copy of the policy at least 6 weeks in advance of the proposed collection date, including details of any exclusions. We reserve the right to insure the work(s) under our own policy at cost to the Borrower, should we have any concerns about the level of cover offered.

# the Whitworth

## **Credit**

Unless otherwise agreed:

- The Whitworth, The University of Manchester