

Loans Policy

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1. Introduction

- 1.1. This policy covers all loans of objects for exhibition both outgoing from and incoming to the Horniman Museum, for any duration. It covers the entire range of loans from single objects to travelling exhibitions of a number of objects. It also includes items placed on loan prior to a purchase, gift or bequest. It does not apply to loans of objects for conservation or study purposes or to the loan of items from the Museums Handling Collection.

2. Principles

- 2.1. The Horniman Museum makes and receives loans for the following reasons:
- To make the collections more widely accessible, both physically and intellectually.
 - To enhance the reputation of the Horniman Museum and its good standing locally, nationally and internationally.
 - To further knowledge, understanding and scholarship relating to the specimens in its care.
 - To increase co-operation with other museums and galleries by the exchange of material and exhibitions.
- 2.2. The Horniman Museum will not make any stipulation or request to those to whom it is lending or borrowing that it would itself regard as unreasonable if required of it by any institution from which it was borrowing or lending.
- 2.3. The procedure by which loans, both in and out, are handled is intended to ensure that the Museum acts in a professional and responsible way: agreeing to loan only appropriate objects to appropriate borrowers; minimising all risks and protecting objects whilst out of the Museum's direct control; managing all

loan arrangements in a consistent and efficient manner and providing full documentation to support loan activities.

- 2.4. The Chief Executive is responsible for approving all loans, subject to 3.3 below. Responsibility for the day to day administration of loans is delegated to the Collections Management Section who may seek the appropriate specialist advice from relevant curators and conservators. Every request to borrow an object or objects is considered on its own merit and the decision to accept or refuse the request is subject to the following guidelines.

3. Guidelines

Outgoing Loans

- 3.1. Borrowers will have to demonstrate that the specimens they have requested form an important part of their display and that the exhibition itself is coherently thought through and intellectually valid. In deciding whether to lend or borrow, the Horniman Museum will also take account of :
- The absolute importance of the object
 - The structural condition and stability of the object
 - Whether specific objects could be obtained elsewhere
 - Whether the loan enables objects to be seen in their country of origin and therefore increase access for First Nation peoples, subject to a reasonable expectation of their return
 - Whether a significant publication is involved as this increases access to and interpretation of collections in the longer term
 - The resources available within the Horniman Museum to administer the loan and the notice period (at least 6 months is preferred)
 - Key objects which may form part of the Museum's published trails will not normally be considered for loan
 - Whether the request would conflict with the Horniman Museum's own display plans or detract from the intellectual coherence of an existing display
- 3.2. The borrower must agree to comply with the regulations set out in the 'General Loan Conditions' and must sign the Museum's loan agreement.
- 3.3. If the loan is international, if the total value of the objects exceeds £30,000, or if the loan is subject to novel and contentious issues, the Collections and Loans Coordinator will submit the loan to the next Trustees meeting for approval. The Trustees meet quarterly.

- 3.4. When considering an international loan Trustees will need to be assured that they can reasonably expect that the objects will be returned to the Museum once the exhibition is over.
- 3.5. The Horniman Museum does not profit from loans. It does, however, charge parts of the loan costs to borrowers as outlined in the 'General Loan Conditions' document.
- 3.6. The Horniman Museum will not lend to any exhibition which includes objects where there is any suspicion that they may have been stolen, illegally excavated or illegally exported from their country of origin or any intermediate country, in violation of that country's laws or any national and international treaties, including the 1970 UNESCO Convention.
- 3.7. The condition of all loan material will be checked on departure and arrival by Collections Conservation and Care staff.

Incoming Loans

- 3.8. The Museum agrees to abide by the loaning institution's conditions.
- 3.9. The Museum will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the Museum's collections management systems.
- 3.10. The condition of all loan material will be checked on arrival and departure by Collections Conservation and Care staff.
- 3.11. The Museum will verify the ownership of all incoming loans to ensure that the current owner is legitimately able to lend the items and will apply the same strict ethical criteria to loans as to purchases.