



# LENDING POLICY

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## 1. Introduction

Glasgow Life Museums is the operating and trading name used by the department that manages Glasgow City Council's Museum collection on behalf of the City of Glasgow.

It forms part of the charitable company Culture and Sport, Glasgow (CSG), which also operates under the trading name of 'Glasgow Life' with its sub-brand 'Glasgow Life Museums'.

Glasgow Life Museums' Lending Policy covers three civic collection areas:

- Museums
- Glasgow City Archives
- Mitchell Library Special Collections

Requests for assets from each of these areas are progressed as described below.

Glasgow Life Museums is committed to providing the widest possible access to the collection. We will consider all requests for loans carefully and respond to them promptly. This Lending Policy explains how loans are administered, how to apply, who is eligible to borrow, and the conditions that a borrower will be expected to meet for a loan to proceed.

### Management and Administration

The management and administration of loans to and from Glasgow Life Museums is undertaken by the Loans and Touring Section, which sits within the Collections Management department and reports on the matter of loans directly to Glasgow Life Museums' Head of Museums and Collections. The Head of Museums and Collections has delegated authority to agree the loan of objects on behalf of Glasgow City Council (GCC) except for those loans identified below where additional permissions and consents are required:

- Salvador Dali's 'Christ of St John of the Cross'
- To non-museum venues which do not meet the full range of criteria required by the loan item requested
- Requests to borrow a large number of objects which may have a significant impact on displays or resources
- A significant number of collection items of high value such as an international tour
- Burrell Trustee approval required to lend any object from The Burrell Collection

A Borrower must be an Accredited (or equivalent) museum or gallery or other public gallery/venue that can meet the necessary lending conditions. Loans out with the criteria will require referral to GCC.

### Preliminary Enquiries - Researching the objects for loan

Before submitting a formal request you are advised to contact us informally to discuss your loan with the relevant curator or research manager who will be pleased to assist. They will also be able to advise on any restrictions that may affect your capacity or eligibility to borrow. These discussions should take place well in advance of the formal loan request and where possible we would recommend a research visit to view and discuss any objects under consideration. This may benefit from additional input from members of our Conservation department who will be able to advise on the objects' physical suitability for loan and help inform which objects are ultimately requested.

For details of who to contact please email [museumcollections@glasgowlife.org](mailto:museumcollections@glasgowlife.org)

### **Timescales, Loans and Costs**

A loan must be for a finite period, initially no longer than three years. The loan may be renewed/extended if appropriate but by no more than three years at a time.

Once you have finalized your selection of objects we require a minimum of 18 months' notice, before the opening date of your exhibition or project.

Loans out with the UK - Glasgow Museums will charge for the administration of all loans out with Great Britain and Ireland. This will be £300 per venue.

Reciprocal loans - When a loan would have a serious impact on one of our key displays, we may ask the Borrower to provide a reciprocal loan at their cost in order to minimize the disruption to our visitors.

Large loans and touring exhibitions - We may wish to negotiate separate fees for significant contributions of Glasgow Museums' objects to large national and international exhibitions or to touring exhibitions.

We expect the Borrower to meet the cost of all risk's insurance cover (commercial or GIS/ Federal/ State Indemnity), transport, packing, any courier requirements, and reasonable costs for the preparation of the loan object. This may include conservation treatment to make the work fit for transport and display, and for fine art may include the cost of glazing.

We will invoice the Borrower directly for the following costs where these are incurred:

- object preparation and conservation treatments;
- provision of display mounts;
- packing materials;
- object valuations;
- photography/provision of images for publication;
- transportation (if provided by Glasgow Life Museums);
- staff time, where deemed necessary; and
- other: would be specified.

With regard to packing cases, Glasgow Life Museums will normally liaise directly with the packing case manufacturer and arrange for the Borrower to be invoiced directly by them.

The Borrower will be notified of all costs incurred as a result of the loan before final agreement and these will be itemized in the Loan Agreement.

## 2. Requesting the Loan: The Formal Loan Request

A formal loan request to borrow should be made in writing to:

Mrs. Jane Rowlands  
Head of Museums and Collections  
Glasgow Museums Resource Centre  
200 Woodhead Road,  
Nitshill  
Glasgow  
G53 7NN

This may also be e-mailed to Karen Stewart, Loans and Touring Manger  
[karen.stewart@glasgowlife.org.uk](mailto:karen.stewart@glasgowlife.org.uk)

Requests should include the following information:

- title of the exhibition;
- exhibition venue;
- exhibition opening and closing dates;
- organizer's name, address and contact details;
- details of the object accession number, title/description, artist/maker;
- a summary of the aims of the exhibition, display or project;
- a statement of the role the object/s plays and why the object is important in conveying the thesis of the exhibition or facilitates the outcome of the project;
- an explanation of the contribution the exhibition or project will make to our understanding of the object/s; and
- evidence of the research supporting the selection of this object, referencing any preliminary communications with Glasgow Life Museums.

If this information is not provided your request may not be considered.

Your request will be forwarded to the Loans and Touring Section. We aim to acknowledge receipt of your request in writing within five working days and notify you of our final decision within three months.

### 3. Approving the Loan

The request is discussed in two forums: The Collections Meeting, and then in the Collections and Loans Panel, chaired by the Head of Museums and Collections.

These meetings consider different aspects of the loan request, gathering and reviewing the necessary information as it is collated from the teams involved in delivering the loan.

The first meeting is The Collections Meeting which incorporates all the departments that are involved in delivering loans. They review the Borrower's request along with the Curatorial Assessment of the request, and consider the following:

- both the reason for, and quality of, the proposal
- the research benefits and curatorial merit
- legal restrictions on lending
- whether the Borrower is an Accredited (or equivalent) museum or gallery, or if the Borrower meets the eligibility criteria
- the availability of the object
- the date since the object was last lent (usually restricted to once in every five years)
- timescale – has the Borrower given us enough notice?
- the object's provenance and any resources required to research this further
- the valuation status and any need for its review
- the impact of the removal of the object upon the visitor experience and other educational programmes
- the wider benefits of the loan
- the current work programme and staff availability – can it be accommodated?

The curator may contact you for additional information about your request or advise you of information that may inform your decision to borrow. It is for this reason that contact/discussion with the curator prior to the formal request is strongly recommended.

Thereafter the Collections and Loans Panel chaired by the Head of Museums and Collections will either confirm approval to progress the loan in principle pending a conservation report or refuse.

#### 4. Notification of Decision to Lend

We are normally able to advise the Borrower of the decision within three months. Some requests to borrow may, however, require additional notification, consultation or approvals from Glasgow City Council, Glasgow Life's Board and/or Directorate, Trustees (as specified under Management in Administration on Page 2), which may take longer.

As soon as a decision is made, we will write to the Borrower and notify them of the outcome. This will either confirm our agreement to lend 'in principle' subject to conservation assessment and all conditions and costs being met, or in the event of a 'refusal' will provide an explanation why the loan cannot be made or why specific objects are not considered suitable for loan.

After an in principle has been agreed, a conservator will carry out a Conservation Assessment. This will identify the physical risk to the object and its suitability for loan by assessing:

- the object's current physical condition;
- the duration, transportation, handling and installation requirements of the loan;
- any treatment/s necessary to make the object sound to travel and/or that will they maintain its condition;
- the time and cost of completing this treatment;
- photographic and display requirements (temperature, relative humidity and lux level, display case/ barrier etc.);
- packing specifications; and
- whether the object needs to be accompanied by courier.

Where necessary, the next iteration of the Collections and Loans Panel will consider both Curatorial and Conservation Assessments to determine if the benefit of the loan outweighs the ordinary strains of packing and transportation that the loan would impose to inform a final decision to lend or not.

Also where the loan is approved 'in principle' we will request a full Facilities Report detailing the Borrower's institutional details, building structure and operations, building access, exhibition area construction and staff operations, object care and management, lighting, environmental and security arrangements. An example of the Facilities Report as approved by the United Kingdom Registrars' Group can be found at the following website: [http://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG\\_facilities\\_report.pdf](http://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_facilities_report.pdf)

If the Facilities report meets our requirements we will begin discussion of the key contractual areas with the Borrower:

- Handling and display requirements;
- Security;
- Environment;
- Insurance and indemnity;
- Immunity from Seizure;
- Packing, transport and couriers; and
- Costs.

The object's insurance, transport and display requirements will be specified by Glasgow Life Museums and are designed to ensure that the object's particular physical requirements are met. The Borrower will be asked to detail how they will meet these requirements.

## 5. The Loan Agreement

Once the environmental and security provisions meet the required standards and the object's display methods have been approved the Loans and Touring Section will prepare the formal Loan Agreement setting out the responsibilities of each party in connection with the loan.

The Loan Agreement includes but is not limited to the following: Borrower; Purpose; Dates; full Object details including, size, display, values etc.; Term; Facilities Report; Insurance; Costs; Packing; Transport including customs formalities; Courier; The Venue; Receipt, Unpacking Condition Checking and Loan Transit Record; Display (including environmental requirements); Acknowledgment; Photography; Reproduction Rights and Research; Damage and Loss to the Object; Combatting Illicit Trade; Ownership and Immunity from Seizure; Liability; Confidentiality and Freedom of Information; Cancellation; Termination; Corrupt Gifts; Discrimination; Force Majeure; Transfer and Sub-Contracting; Amendments; Notices; Rights of Third Parties; Dispute Resolution; Entire Agreement; Severability; Data Protection and Law and Jurisdiction. A copy of our conditions will be shared with the Borrower at earliest possibility.

We will require the borrower to sign Glasgow Life Museums' Loan Agreement, which is a legally binding contract under Scots law and is subject to the exclusive jurisdiction of the Scottish Courts. Glasgow Life Museums will not sign the borrower's agreement, as this may conflict with the content of our own lending agreement.

The Loan Agreement will be issued by the Loans and Touring Section to the Borrower to sign. After the Borrower has returned their signed copies of the Loan Agreement to the Loans and Touring Section, the agreement will be countersigned by the Head of Museums and Collections and one copy returned the Borrower. The loan cannot progress until the Loan Agreement is signed by both parties.

### **Loan agreements for loans to more than one venue**

If the request covers a tour to several venues, Glasgow Life Museums will take the view that the requestor is the lead organizer and will be responsible for all costs and administration of the loan to each of the venues of that tour. While Glasgow Life Museums will require the facilities report of each borrowing venue and receive proof of insurance cover from each venue, one single multi venue Loan Agreement will be issued by Glasgow Life Museums to cover all venues. This will state clearly the responsibility of the lead organizer and the other tour venues for loan and will require each venue to countersign that same agreement.

Loans out with the UK - Glasgow Museums will charge for the administration of all loans out with Great Britain and Ireland. This will be £300 per venue.

## 6. Photography and Reproduction

### Images

Only the images and photographs of the object provided by Glasgow Life Museums may be used by the Borrower for press, publicity and/or the Borrower's catalogue directly connected with the purpose of the loan.

Any images provided by Glasgow Life Museums will be subject to terms and conditions of use and these will be provided in writing to the Borrower. Fees may be payable for certain uses.

If you require images please contact our Photo Library as follows:

Susan Pacitti  
Publishing and Licensing Manager: Museums and Collections  
Glasgow Museums  
Glasgow Museums Resource Centre  
200 Woodhead Road  
Glasgow G1 1LH  
Scotland, UK

Email: [susan.pacitti@glasgowlife.org.uk](mailto:susan.pacitti@glasgowlife.org.uk)  
[www.csimages.org.uk](http://www.csimages.org.uk)  
Tel: +44 (0)141 276 9452 (office)

or by email to  
[photolibraryenquiries@glasgowlife.org.uk](mailto:photolibraryenquiries@glasgowlife.org.uk)

The different rates and terms and conditions of use for images can be seen on our website: [www.csimages.org.uk](http://www.csimages.org.uk). This includes the use of images for the creation of merchandise.

### Copyright Notices

The copyright notices which we will supply for the use of images must also be cited anywhere where the image is published. CSG images of the Collection should appear with the following copyright line:

© CSG CIC Glasgow Museums Collection/...extension

Terms for image use are provided in a separate license agreement supplied by the Photo Library. Where images are supplied for exhibition publicity, the Lender must ensure that the copyright notice is used by the publisher. For queries on copyright notice concerning Glasgow Life Museums' collection please contact our Photo Library.

### Merchandise

If you would like to produce merchandise using images of the objects from Glasgow Life Museums' collection please contact:

Susan Pacitti  
Publishing and Licensing Manager: Museums and Collections  
Glasgow Museums Resource Centre  
200 Woodhead Road  
Glasgow G1 1LH  
Scotland, UK



Email: [susan.pacitti@glasgowlife.org.uk](mailto:susan.pacitti@glasgowlife.org.uk)

[www.csgimages.org.uk](http://www.csgimages.org.uk)

Tel: +44 (0)141 276 9452 (office)

or by email to

[photolibraryenquiries@glasgowlife.org.uk](mailto:photolibraryenquiries@glasgowlife.org.uk)

The rates and the terms and conditions can be seen on our Glasgow Photo Library website:

[www.csgimages.org.uk](http://www.csgimages.org.uk).

The Publishing and Licensing Manager: Museums and Collections will discuss the terms and conditions of the Merchandising Agreement with you. Thereafter a Merchandising Agreement, which is a legally binding agreement agreeing affirming the terms agreed by both parties, will be issued for you to sign and return to Glasgow Life Museums. On receipt, Glasgow Life Museums will counter sign and return your copy of the agreement. The merchandising of items cannot begin until a Merchandising Agreement is signed by both parties.

## 7. Enquiries about this Policy

If you have any enquiries regarding Glasgow Life Museums' Lending Policy, please contact:

Karen Stewart, Loans and Touring Manager or Celine Blair, Collections Manager  
[karen.stewart@glasgowlife.org.uk](mailto:karen.stewart@glasgowlife.org.uk) and 00 44 (0)141 276 9358 / 07917 940937  
[celine.blair@glasgowlife.org.uk](mailto:celine.blair@glasgowlife.org.uk) and 00 44 (0)141 276 9454 / 07917 940873