



## Exhibition Loan Policy

1. Loan of original items within our care is not encouraged. We are able to provide, for a charge, high quality facsimiles of almost all items in our care and encourage provision of facsimile copies for display purposes.
2. The majority of collections in our custody are privately owned and it is necessary for us to seek permission of the owner of the collection for the display of original documents or facsimiles copies.
3. Where original documents are to be displayed we expect that exhibition areas meet PD5454: 2012 Recommendations for the Storage and Display of Archival Material. Northumberland Archives staff are pleased to provide advice about this standard.
4. All mounts and cradles used in the display of items from collections held by Northumberland Archives must be of archival quality.
5. Any request to borrow items within our care must be placed with our Service six months in advance of proposed exhibition. This will allow us time to contact the owner of the collection and assess the conservation needs of the item requested to loan. If the item requires conservation in advance of exhibition we expect that the cost of this work to be met by the organisation requesting the loan.
6. We will prepare a Condition Report for any original item loaned for displayed. This will be checked and agreed to at the end of the exhibition.
7. We expect full insurance cover to an agreed value to be met by the borrower. UK Government Indemnity can be accepted from libraries, galleries and museums within the United Kingdom, but commercial insurance will be necessary where this is not available. Proof of insurance is required before the loan is agreed.
8. We expect transport costs to be met by the borrower. These may include the cost of a member of Northumberland Archives staff to accompany item to exhibition venue. Where appropriate, our member of staff will supervise the placing of the item into a display cabinet.
9. We expect any costs incurred in mounting or packing an item to be met by the borrower.

10. A written estimate of costs incurred in relation to a loan will be provided upon request.
11. We expect full credit to be given to Northumberland Archives and if appropriate the owner of the items in any caption accompanying the displayed item. Full reference of the item should also be cited. Northumberland Archives staff will be pleased to advise on terminology.
12. Loan items must be kept in locked showcases meeting PD5454: 2012 standards at all times.
13. We reserve the right to charge for the loan of items from our collection.
14. This policy will be reviewed every three years, and if appropriate, amended to maintain its relevance.

SW

Oct. 2016

Review date: Oct. 2019