

For issue to applicants

The National Library of Wales
ABERYSTWYTH
Ceredigion
SY23 3BU

Conditions of Loan Agreement

In these notes 'lending department' means that department of the National Library of Wales (NLW) having custody of the object or objects requested for loan to an exhibition.

1. Loan Procedure

- 1.1 Any communication regarding loans should be addressed in the first instance to the head of the lending department, with a copy to the Exhibition Officer.
- 1.2 Applications for loans must normally be made at least six months before the date of opening of an exhibition.
- 1.3 Initial loan applications must include the title of the exhibition; venues and dates; contact details; a complete list of objects; the reason for the inclusion of the objects; who is responsible for transport, insurance or indemnity; and a facilities report.
- 1.4 All loans are subject to the approval of the Librarian or Council of the National Library, who have the discretion to refuse any loan without stating their reason.

2. Costs

- 2.1 Borrowers will be expected to pay for any preparatory conservation treatment, mounting, framing, glazing, special packing or crating and for transport costs including the travel, subsistence and insurance of any accompanying members of NLW staff (see 7.2 – 7.4). The National Library will always endeavour to inform borrowers of any additional costs as early as possible.
- 2.2 Loans are made for public exhibition only, whether in the United Kingdom or elsewhere. All venues for touring exhibitions must meet the appropriate standards, and the staff of the NLW may be required to undertake condition checks at the expense of the exhibition organisers.
- 2.3 A facility fee of £300 will be charged on all loans to all venues outside the UK.

3. Security

- 3.1 The borrower shall at all times be responsible for ensuring that the greatest possible care is taken of the loaned material.
- 3.2 Prospective loan venues must have adequate fire and security provision (see appendix 1). All venues must be scrutinised by the Security Advisor for the MLA (The Museums, Libraries and Archives Council) London, and any recommendations made by the advisor must be implemented by the venue prior to the delivery of loan material.
- 3.3 The loaned material should be accommodated in a strong building with protected windows, doors and skylights. Twenty-four hour invigilation is normally required, although intruder alarm systems employed during closed hours may be approved (together with automatic smoke / fire detection systems) under certain circumstances.

- 3.4 Paintings, drawings and similar objects must be secured to walls by mirror plates and security screws; if this is not possible an alternative must be agreed with the Exhibition department. Under no circumstances should mirror plates supplied by NLW be removed or painted.
- 3.5 Small pictures, i.e less than 450mm x 250mm (including frame), must not be displayed near windows, fire escapes or entrances and exits.
- 3.6 Showcases for the display of loan material must conform to the Security Advisor's recommendations, and must remain locked throughout the duration of the exhibition unless in the case of a genuine emergency where the item is at risk (see also 6.3). The borrower will be asked to provide specifications on the design and construction of showcases.

4. Environment & Display

- 4.1 The lending department may on occasion require special conditions of display, particularly with regard to lighting and atmosphere. The borrower must provide adequate protection against hazards such as flood, fire, exposure to excessive light levels or harmful radiation, extremes of relative humidity and temperature, insect infestations and pollution. For information, the recommended environmental conditions are as follows:
 - i) Oil Paintings: 18-20°C, 55% (+/- 5%) RH, 150-200 lux.
 - ii) Works on paper (inc.watercolours): 20°C (+/- 1°C), 50% (+2 ½) RH, 50 lux.
 - iii) Manuscripts: 18°C (+/- 1°C), 50% (+/- 5%) RH, 50 lux.
- 4.2 Loaned objects must never be placed in close proximity to sources of heat, cold, or strong air currents (e.g. radiators, fireplaces dehumidifiers, air-conditioning outlets or intakes).
- 4.3 Smoking is not permitted in the areas where loaned material is exhibited or housed. Food and drink must not be allowed in the area containing the loaned material except under arrangements approved by the Exhibition Department (see appendix 2).
- 4.4 Unglazed paintings, fragile or sensitive material must be protected by rope or barrier at least 1 metre from the exhibits.
- 4.5 Manuscripts and similar material must be displayed on supports provided by the NLW.

5. Insurance / Indemnity

- 5.1 All items on loan must be insured against 'all risks' on a 'nail to nail' basis.
- 5.2 The lending department will supply valuations of items for the purposes of insurance. The NLW reserves the right to revise the value of any item at any time, to take into account changes in the market value of cultural artefacts.
- 5.3 Loans to other museum/galleries within the UK will normally be covered by the Government Indemnity Scheme (under the National Heritage Act 1980), for which the borrower will be required to provide evidence of cover of 'minimum liability' for loans. The National Library of Wales expects the borrower to arrange either Government Indemnity or commercial insurance to cover the loan.

- 5.4 A cover note or equivalent evidence of insurance acceptable to the NLW must be received at least two weeks prior to the transportation of loaned items.
- 5.5 Overseas Government Indemnities will normally be considered providing that the details of the indemnity are received well in advance of the release of the objects for approval by NLW.

6. Inspection

- 6.1 All prospective loans will be examined to determine whether they are fit to travel. A condition report on each item will be prepared and may also specify packing and environmental requirements for the safe display of the loan.
- 6.2 Any changes to the condition of the loan must be reported by the borrower immediately, with a written report sent within 24 hours.
- 6.3 Loaned items must not be tampered with; no de/re-mounting, de/re-framing, domestic conservation or unnecessary handling may be carried out by the borrower. Sole exception may be made in the case of a genuine emergency when the item itself is at risk, in which case this must be done in the presence of a qualified conservator. In the event of this, the borrower must seek permission from the NLW in the first instance.

7. Transport

- 7.1 All packing and transport arrangements must adhere to the Security Advisor's guidelines and be approved by the NLW (see appendix 3).
- 7.2 Transport and packaging costs must be paid by the borrower. The NLW reserves the right to transport and install the items using its own resources at a charge to the borrower.
- 7.3 All loans will be packed by the Exhibition Department with a condition report included. All returned loans must be prepared for travel using the provided material and the same method in which it was first packed.
- 7.4 On occasion, the NLW may require one or more staff to personally accompany the loaned material at any/every stage of movement, and to place/remove the item(s) on /from display. The travel and subsistence costs of the courier will be paid by the borrower.

8. Photography

- 8.1 The reproduction of material on loan is normally permitted for the purposes of publicity as long as neither the handling of material nor the opening of frames and showcases is involved, and provided the regulations of copyright law are observed (see also 8.2).
- 8.2 No photography may be taken of the loan, whether by the borrower or general public, without prior consent of the NLW. When photography is not permitted, the Library may supply photographs for the purposes of publicity or production of a catalogue on request.
- 8.3 The correct designation of ownership is 'The National Library of Wales, Aberystwyth', which must be acknowledged on captions and publicity material.

9. Acceptance of Conditions

- 9.1 All applicants must complete and sign an official loan form supplied by the Exhibitions Department, accepting the conditions for loans, together with any other conditions that may have been specially imposed by the lending department.
- 9.2 Any change in dates of an exhibition or any proposed temporary closing of the institution in which the loaned material is held, must be immediately notified to the Exhibitions Department.
- 9.3 The NLW recognises that a loan may be cancelled for valid reasons, but may charge the borrower for any conservation or other costs incurred once the declaration has been signed and returned.
- 9.4 The National Library reserves the right to withdraw a loan at any time. Further, irrespective of the terms of loan, the borrower must surrender any or all the objects loaned at any time if requested by the NLW.
- 9.5 The borrower agrees that it has no reasonable cause to believe that any object compromised in the exhibition in which the object(s) shall be displayed was stolen, illegally exported or imported from its country of origin, as defined in the *UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*.

I agree to the above conditions of loan:

Signed _____

PLEASE COMPLETE IN BLOCK CAPITALS:

Name _____

Title _____

Address _____

Enquiries and correspondence:

Exhibition Officer
Public Programmes Section
Department of Public Services
The National Library of Wales
ABERYSTWYTH
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SY23 3BU

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Appendix 1

GENERAL SECURITY CONDITIONS AND ENVIRONMENTAL CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME

National Heritage Act 1980, section 16

1. The borrower shall at all times be responsible for ensuring that the greatest possible care is taken of the material which is the subject of the indemnity.
2. The indemnified material must be accommodated in a strong building which has well-protected windows, doors and skylights. The building must also provide appropriate control for the indemnified material.
3. The whole of the building must have an automatic fire detector system fitted by a NACOSS (National Approval Council for Security Systems) approved alarm company which is serviced annually and maintained in good working condition.
4. At night, or when the building is closed or not otherwise in normal use, there should be either an agreed level of night guarding by security person(s) or a modern intruder detection alarm system which covers all possible entrances to the building. The alarm system should be fitted by a NACOSS approved alarm company and should be serviced annually and maintained in good working condition.
5. The intruder and fire detection systems must be connected by a monitored signalling device to an alarm receiving centre or the emergency services unless they are monitored internally at all times by security personnel.
6. If, as the result of false calls, the police response to an intruder detection system is: downgraded; withdrawn; or if there is a failure which renders the system ineffective; or if the system cannot be re-set immediately; then guarding by trained personnel must be introduced until the police response is restored or the system repaired or re-set.
7. Environmental conditions must be maintained 24-hours a day, 7 days a week throughout the loan period from the time the indemnified material arrives until it departs from the loan venue.
8. Relative humidity, temperature and light levels should be monitored throughout the loan period in the space within which the indemnified material is contained.
9. Paintings, drawings and similar objects must be secured to walls by mirror plates and security screws, or if this is not possible for any reason, an acceptable alternative must be agreed with the Museums Security Adviser.
10. Small pictures, ie less than 450mm x 250mm (including frame), must not be displayed near windows, fire escapes, or entrances and exists to the building.
11. Unglazed paintings, fragile or sensitive material must be protected by rope or other barriers which must be at least 1 metre from the exhibits or an acceptable alternative must be agreed with the Museums Security Adviser and the Environmental Adviser.

12. Small portable objects must be exhibited in locked display cases which should be fitted with anti-bandit laminated glazing meeting British Standard BS 5544. If the material consists of gold, silver, jewellery, or items which are especially valuable, the cases must be fitted with alarm devices. The cases must be secured in a manner approved by the Museums Security Adviser.

13. All indemnified material must be displayed so that it is invigilated by trained personnel. This will normally mean at least one person to a room unless an acceptable alternative is agreed with the Museums Security Adviser.

14. Warding or qualified staff must be constantly deployed in the exhibition rooms during the time the public is admitted and proper arrangements must be made for their relief for refreshment and other purposes. They must concentrate on the safety and security of the displayed material at all times.

15. When it is not possible to arrange for exhibition space(s) containing indemnified material to be properly invigilated, it must be closed to the public.

16. There must be a form of drill, with which every member of staff is familiar, to cater for all emergencies.

17. An Emergency Plan should be drawn up and updated regularly to cope with emergencies such as: fire; smoke; escape of water from tank, pipe or appliance; theft; robbery; vandalism; storm; explosion; terrorist act; political act; flood; riot; civil commotion; pest attack; earthquake; collision by aircraft or other vehicle.

18. Warding staff must be equipped with some form of device by which they can indicate to other members of staff that there is an emergency situation.

19. When meetings, functions or other events are held in areas containing indemnified material, consideration must be given as to an appropriate level of supervision.

20. Food or drink must not be allowed in the area containing the indemnified material except under arrangements approved by the Museums Security Adviser and Environmental Adviser of the Museums & Galleries Commission.

21. Smoking must not be permitted at any time.

22. The arrangements for formal openings, private views, staff parties and other such events, functions and so on must comply with all the above conditions.

A In the event of loss or damage due to the specified conditions not having been observed the Assembly shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Assembly shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Assembly may require.

B These conditions are the minimum requirements of the Government Indemnity Scheme, but borrowers should be aware that some lenders impose additional conditions which the borrower will be required to meet for the loan to proceed.

Appendix 2

FOOD AND DRINK CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME

National Heritage Act 1980, Section 16

The general security and environmental conditions applying to exhibitions and displays covered by section 16 indemnity do not allow food and drink in the area containing the indemnified material unless arrangements are approved by the Museums Security Adviser and the Environmental Adviser of the MLA.

If it is not possible in connection with private views or other functions (such as formal openings, private views, staff parties) to serve food and drink in spaces other than those containing indemnified material the Museums Security Adviser must be consulted and the following conditions are likely to apply:

1. A strict enforcement of the ban on smoking.
2. Food and drink is prepared and dispensed in a space not containing indemnified material. No heat or steam generating equipment can be used in the space containing indemnified material.
3. The serving of red wine in a space containing indemnified material which is unglazed or uncased must be avoided.
4. Strict attention is given to the cleaning operation to ensure removal of residue of food and drink. Appropriate checks should ensure that chemical cleaning agents or extra amounts of water do not adversely affect environmental stability or the corrosivity of the atmosphere next to indemnified material.
5. Where practicable the installation of suitable barriers are required to prevent close approach to unglazed, fragile or sensitive exhibits. Such barriers must be a minimum of one metre distant from the object to provide a manageable sterile zone.
6. The deployment of adequate staff on invigilating duties in all exhibition spaces containing indemnified material especially where barriers cannot be installed.

If arrangements are made incorporating the above together with any additional measures required by the Museums & Galleries Commission the section 16 indemnity will remain valid. If, however, there are any doubts about arrangements or where it is felt that section 16 indemnity may be affected or that different arrangements are sought, the Museums Security Adviser and Environmental Adviser must be consulted.

Appendix 3

GENERAL TRANSPORT CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME

National Heritage Act 1980, section 16

1. Any transport company used to move the object(s) must have experience in the transport of fragile and valuable artefacts with employees trained in the handling of such material and must be able to meet the conditions below and confirm this in writing.
2. When object(s) are sent out or brought in from abroad, the company used must have the ability and appropriate experience to handle consignments of valuable and fragile material. Company staff must be experienced in dealing with airport and seaport procedures and all necessary documentation.
3. The removal, packing, unpacking and transport of the loan material must be supervised by senior members of the transport company in consultation with the lender and or borrower of the material.
4. Any vehicle, whether owned by a transport company or the borrower or the lender, used for the transport of indemnified material must conform to the specifications in paragraphs 5 to 10 below.
5. Vehicles used should normally be closed vans (ie having solid sides and roof) with a windowless freight compartment separate from the driving cab. All vehicles should be equipped with good quality locking devices. Additional locking facilities may also be required, such as closed shackle padlocks. Any locking bars or external fittings must be secured with concealed or non-return screws or welded or riveted into place.
6. Vehicles should provide appropriate protection against vibration and shock and extremes in relative humidity and temperature conditions for consignments of valuable and fragile material. Air-ride suspension and climate control equipment may be necessary in appropriate circumstances. Environmental conditions should be monitored.
7. Vehicles and crew have to be equipped with appropriate means of communications such as fixed and/or mobile radio telephones for route monitoring and emergencies.
8. Keys to the freight compartment should be kept separate from the vehicle keys. Special circumstances apply to overseas transport. Overseas arrangements should be at least as rigorous as shown in these Transport Conditions. You should discuss air and sea transport arrangements with the Museums Security Adviser if you need advice.
9. Vehicles other than closed vans may be used in appropriate circumstances; eg the carriage of exceptionally large items which may demand the use of an open lorry with the load suitably covered. Furthermore, small consignments or single items may be carried by car; small van, taxi, train or air providing a sufficient number of couriers are in attendance.
10. All vehicles must be provided with fire fighting equipment appropriate to the load and the crew experienced in its use.

11. Whatever method of transport is used, compliance with the operating conditions in paragraphs 12-19 is required.
12. A vehicle must carry two drivers on long journeys, or one driver and a courier on short journeys. The crew to consist of responsible persons experienced in the handling of valuable consignments and capable of dealing effectively with an emergency situation.
13. Where a space on the carrying vehicle is limited, or where deemed essential for security control, a second escorting vehicle will need to be provided and equipped with mobile radio/telephone communications.
14. The route should be carefully planned and the addresses and telephone numbers of emergency services should be carried by the crews and accompanying couriers.
15. Ideally, the journey should be completed in one haul.
16. When a stopover is necessary arrangements must be made to lodge the vehicle and/or material in secure premises which are protected by a 24-hour intruder and fire alarm system or under continuous supervision.
17. On no account should a vehicle be left unattended by the crew, even in an emergency.
18. Special circumstances may apply to some overseas transport, but arrangements must be no less rigorous than those specified above.
19. An effective 'no-smoking' policy should apply in respect of areas containing loan material.
 - A In the event of loss or damage due to the specified conditions not having been observed the Assembly shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Assembly shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Assembly may require.
 - B These conditions are the minimum requirements of the Government Indemnity Scheme, but borrowers should be aware that some lenders impose additional conditions which the borrower will be required to meet for the loan to proceed.