

# PENLEE HOUSE GALLERY & MUSEUM LOANS POLICY

## 1. Introduction

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

## 2. Principles

- 2.1 Penlee House makes and receives loans for the following reasons:
- To make the collections more widely accessible, both physically and intellectually.
  - To enhance the reputation of Penlee House and its good standing locally, nationally and internationally.
  - To further knowledge, understanding and scholarship relating to the items and works of art in its care.
  - To increase co-operation with other museums and galleries by the exchange of material and exhibitions.
- 2.2 Penlee House 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 items to appropriate borrowers; minimising all risks and protecting items 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 Director is responsible for approving all loans, subject to 3.3 below. Responsibility for the day-to-day administration of loans is delegated to the Curatorial Officer who may seek the appropriate specialist advice from relevant curators and conservators. Every request to borrow an item or items 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 item/s they have requested form an important part of their display and that the exhibition itself is of significant public interest. In deciding whether to lend or borrow, Penlee House will also take account of :
  - The absolute importance of the item
  - The structural condition and stability of the item
  - Whether a publication is involved as this increases access to and interpretation of collections in the longer term
  - The resources available within Penlee House to administer the loan
  - The notice period (at least 4 months is preferred)
  - Whether the request would conflict with Penlee House's own display plans or detract from the intellectual coherence of an existing display
  - Key items/works which are part of Penlee House's core educational resources will not normally be considered for loan
- 3.2 The borrower must agree to comply with the regulations set out in the 'Standard Conditions of Loan' and must sign the Museum's loan agreement.
- 3.3 If the loan is international, if the total value of the work requested exceeds £30,000, or if the loan is subject to contentious issues, the Director will take the loan request to the next Penzance Town Council meeting for approval.
- 3.4 Penlee House does not profit from loans. It does, however, expect the borrowing institution to cover associated costs as outlined in the 'Standard Conditions of Loan' document.
- 3.5 The condition of all loan material will be checked on departure and arrival by the Director or Curatorial Officer.

### **Incoming Loans:**

- 3.6 For loans from public collections, Penlee House agrees to abide by the loaning institution's conditions.
- 3.7 For loans from private collections, Penlee House adheres to the same standards of care as for those from public institutions.
- 3.8 Private lenders' details are treated with the utmost confidentiality and are not shared with any third party not directly involved in the loan.
- 3.9 Penlee House 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 the Director or Curatorial Officer.
- 3.11 Penlee House will verify the ownership of all incoming loans to ensure that the current owner is legitimately able to lend the item/s and will apply the same strict ethical criteria to loans as to purchases.
- 3.12 Penlee House will only accept the loan of an item if the curatorial staff are satisfied regarding its authenticity, seeking specialist advice before proceeding with the loan if necessary.
- 3.13 Long-term loans must be agreed in advance by the Director and will only be accepted if there is a high likelihood of them being exhibited within the period of loan.
- 3.14 All loan items will be covered by an appropriate level of insurance or indemnity throughout the period of loan, including in transit when undertaken by Penlee House staff or its chosen representative/s.
- 3.15 Penlee House will issue a Long-term Loan Agreement for all such loans, which must be completed and signed by both parties prior to the commencement of the loan period; this may be subject to renewal, in which case a new Agreement will be issued.