University of St Andrews Library

Special Collections Division

Loan conditions

The University of St Andrews Library Special Collections Division is keen to share its collection with a wider audience as far as is reasonable and practicable. When considering a loan request the Division will take into account the preservation needs of the object, and on the impact its absence might have on the role of the Library.

A formal written loan request must be addressed to the Head of Special Collections and Assistant Director of Library Services, University of St Andrews, Library Annexe, North Haugh, St Andrews KY16 9WH. This should be accompanied by a completed UKRG Facilities Report: <http://www.ukregistrarsgroup.org/file-uploads/large/UKRG-Facilities-report.pdf>

Please note that all loan requests need to be considered by the University Court, which meets on a quarterly basis.

The formal request should contain details of the object(s) requested, class marks, details of the exhibition venue, the name of the exhibition organizer and curator, title and dates of the exhibition, information about the scope of the exhibition and the significance of the requested object(s) within it. If requesting a bound volume, it is essential to give details of the folio/page opening to be displayed.

**Timing**

* We must receive your application for a loan not less than six months prior to the opening date of the exhibition.
* We will normally acknowledge your application within three weeks.
* Please note: acknowledgement of an application does not constitute loan approval.
* The normal loan period is three months.
* Irrespective of the terms of the loan, the borrowing authority must return any or all of the exhibits at the written request of the Librarian.
* The Librarian reserves the right, at any time, not to proceed with a loan.

**Suitability**

The suitability of a loan will normally be assessed against a condition report on the item and the borrowing institution’s compliance with PD 5454:2012*Guide for the storage and exhibition of archival materials* (as indicated in the Facilities Report). In cases where we are unable to lend an item due to its condition, size, format, original photographic material or similar reason, we will endeavour to suggest a good quality facsimile as an alternative.

The items will be accompanied to and from the exhibition by a designated member of Special Collections staff, who has absolute discretion to withdraw the documents on loan if dissatisfied with the conditions at the designated venue.

Please note that this form does not constitute loan approval.

The University reserves the right to recall any items on loan at any time but will, as far as possible. The University also reserves the right at any time not to proceed with a loan. The borrower shall, irrespective of the terms of a loan, surrender any or all of the items lent if so requested by the University.

1) **Insurance**

Wall-to-wall insurance against all risks, at the University’s valuation as stated on the loan form, must be arranged by the borrower who is required to submit proof that such insurance has been effected.

2) **Immunity from seizure**

In countries where immunity from seizure statutes and/or regulations are in force, it is the responsibility of the Borrower to ensure that University property loaned to them is covered by such provisions. Where the Borrower has failed to do so, liability for any consequent loss to the University will lie with the Borrower.

3) **Facilities report**

The requesting institution must submit a satisfactory UKRG Facilities Report.

4) **Packing**

Packing will be undertaken in accordance with the University’s requirements and the cost of materials, or employment of professional packing companies where necessary, passed on to the borrower. All items must be returned packed exactly as they were sent out.

5) **Conservation**

The University reserves the right to request conservation or cleaning of items before they are loaned for display/study, at the borrower’s expense.

6) **Shipping**

All transport costs and arrangements must be undertaken by the borrower and submitted to the University for approval as early as possible. The University reserves the right to veto any carrier, shipping agent or other arrangement and to insist that its own choice of carrier etc. be used. The following points must be observed:-

The borrower must inform any agent or carrier of these conditions and the borrower is responsible for ensuring that the carrier adheres to them.

Road travel must be in an approved vehicle. Part-load with a general carrier is not usually acceptable. The vehicle must never be left unattended. Overnight stops should be avoided if possible; if essential, the vehicle must be garaged in secure guarded premises. Arrangements for any such proposed stops must be submitted in advance for approval by the University.

The University reserves the right to stipulate that a member of its own staff should escort the loan at the borrower’s expense, including all fares, hotel expenses, subsistence etc., especially if only a single item is being borrowed.

Under no circumstances will objects be sent unaccompanied by public transport.

Customs formalities are the responsibility of the borrower or the borrower’s agent and should not include the unpacking of the item for customs inspection.

The University must be notified of the approximate date of collection at least 8 weeks in advance. Returns, which should be discussed with The University prior to the end of the exhibition, should be arranged promptly after the closing date.

7) **Receipt, unpacking and handling of objects**

If an object has been more than 8 hours in transit it should remain in its crate or packing material at the borrower’s premises for 24 hours before being unpacked.

The University’s receipt and condition form will accompany the loan; the receipt should be completed and returned to The University as soon as the item(s) has/have been examined; for tours, a copy for each venue will be included - these, along with the condition report, must be sent on with the item(s) by the earlier borrowers.

At all times loans must be handled only by trained staff fully experienced in the care, movement and display of books, documents or museum objects.

8) **Display and environment**

Under no circumstances may loans be displayed or kept at any venue(s) other than those stated on the form.

The University reserves the right to inspect the area where the item will be displayed at the borrower’s expense and to agree the type of mount to be used.

Books, documents and photographs must be displayed and stored in controlled environments. The University reserves the right to stipulate specific conditions, for example light sensitive objects must be displayed in UV filtered conditions not above 50 lux. No item should be hung or displayed in direct sunlight or near fires or heaters. RH and temperature must be as specified by the University: RH at a fixed point between 50-55% +/- 5% and temperature at a fixed point between 18-21C +/- 1C.

Smoking and the consumption of food and drink should not be permitted in the same room as loan items.

9) **Photography & reproduction**

Should the borrower wish to have photographs of the items for catalogues, publicity etc. these photographs should be supplied by the University. If photographs are taken by the borrower they will be deemed to have been commissioned by the University and the copyright will be vested in the University.

Photography is permitted only with prior agreement of the University.

10) S**ecurity**

a) The room(s) in which the borrowed item(s) is/are displayed must be patrolled or supervised during normal opening hours. In addition, the borrower’s premises, if not guarded 24 hours, must have an alarm system approved by the University.

b) When not on display the item(s) must be kept in a securely locked area to which the public has no access and which also complies with (a) above.

c) All items must be displayed in locked cases.

d) Barriers or alarms may be required for specific items.

e) Showcases must be as approved by the University, e.g. with laminated glass and secure locks.

11) **Acknowledgements etc**.

Each object borrowed must be individually acknowledged in the catalogue and/or labels using the exact wording as specified on the University loan form.

A complimentary copy of the catalogue must be sent to the University immediately after publication.

12) **Inspection**

University staff or other interested parties as designated by the University must be given access to loan item(s). This applies particularly to long-term loans where regular inspections may be made. No researchers/visitors/other experts should be given access to any loaned object without prior permission from University staff. Normally permission will not be given for researchers to access items on loan to a temporary exhibition.

13) **Damage**

Any item damaged must be removed from display at once, all fragments collected and kept, and the damage reported immediately to the University. No treatment whatever may be undertaken without the University’s consent.