

## **Loan Conditions**

### **Costs**

The borrower will be responsible for the following costs:

Insurance

Packing cases

Transport costs, including the expenses of Archives Centre couriers

Scans or photographs of loan items

Conservation treatment and mounting prior to loan

If the loan is cancelled, for whatever reason, all reasonable costs will be borne by the borrower.

### **Security**

The Archives Centre requires all borrowers to provide details of their venue by completing the UK Registrars Group Standard Facilities Report and, if required, the UK Registrars Group Security Supplement.

The Archives Centre will treat all details of security arrangements as confidential.

### **Insurance**

The borrower is responsible for the insurance of loans to a value specified by the Archives Centre on a full 'all risks' and 'nail to nail' basis, by commercial fine art insurance or a foreign state indemnity programme where applicable.

Proof of cover including copies of relevant insurance certificates or indemnities must be received by the Archives Centre before the loans are collected. Loans cannot be released without proof of adequate insurance cover or indemnity.

### **Packing**

Loans will be prepared and packed by Archives Centre staff. A packing case will always be required, either provided by the Archives Centre or by the fine art agent according to the Archives Centre's specification and at the borrower's expense. Cases provided by the agent will be delivered direct to the Archives Centre for packing.

Packing cases and materials must be stored by the borrower for the duration of the loan.

### **Transport**

Transport will normally be arranged by the borrower with a fine art agent approved by the Archives Centre. Transport arrangements, including the appointment of

agents and all routing of journeys, must be approved by the Archives Centre before loans will be released.

Applications for touring exhibitions will not normally be accepted.

Customs formalities are the responsibility of the borrower via their appointed agent.

### Couriers

The Archives Centre may require one or more members of its staff to act as couriers, to accompany the loans in transit and to oversee condition checking and installation and deinstallation at the borrower's venue. In this case, the borrower will be responsible for the cost of rail or air fares (business class when accompanying loans), accommodation and subsistence.

### Environment

The environment in the exhibition space and the store must be stable and will fall within these parameters (based on BS 4971:2017 Conservation and Care of Archive and Library Collections):

The temperature will be between 13-22°C.

For loans in a stable and undeteriorated condition, it is allowable for the temperature to be higher, but it should never exceed 25 °C or remain above 22 °C for the duration of the loan.

The relative humidity will be between 35-60%.

Gradual change in the relative humidity and temperature from the upper limit to the lower limit (or vice versa), for example as a result of seasonal change, may be considered acceptable if it occurs over a period of a month or more.

Fluctuations of +/-5%RH and +/- 2 °C are considered acceptable.

A large proportion of the Archives Centre's collections have high sensitivity to light (BS 4971:2017 and EN 16893:2018). Depending on the sensitivity, which will be determined by an Archives Centre conservator, exposure will be limited for each loan to between 30,000 and 100,000 lux-hours per 5 year period.

All lighting will be UV free, although we will accept up to 10 microwatts per lumen. Lights will be turned off in non-public hours.

Display cases will have no internal lighting, but fibre optic LED lights inside a case are acceptable as long as no heat is given off and all electrics are outside the case.

Incident light falling on display cases will be 50 lux or lower.

Ideally, on arrival, the loan will remain packed and placed in secure and environmentally controlled storage to acclimatise overnight, preferably within the temperature and humidity ranges specified.

No food, drink or smoking will be allowed in the exhibition space.

### Display Cases

Loans will be exhibited in display cases and will remain undisturbed until deinstallation.

Display cases will be museum standard, constructed from and furnished with inert materials which do not emit volatile organic compounds – preferably metal and glass. Certain materials should definitely be avoided such as many hard woods, compound woods, unseasoned woods, paints and varnishes, and wool, felt and dyes. Oil paints should not be used in either the gallery or the display case. Any paint work or varnish to the exterior of the case should be completed at least 72 hours prior to installation. The interior of the case should not be painted or varnished unless a minimum of 3 weeks has elapsed before the object is installed.

In addition, display cases will be secure and lockable, ideally fitted with individual alarms; stable, ensuring loans are protected from vibration and knocks; UV filtered if the exhibition lighting is not UV free; and equipped with a means of monitoring the environment by either simple dial thermometer/hygrometers or electronic data loggers which can be accessed remotely.

Where the exhibition space environment is not well controlled, the case will be very well sealed and will allow space for the addition of humidity buffering material such as 'artsorb' or 'proorb'.

The Archives Centre requests prior notice of other objects that are proposed to be included in the same cases as its loans.

### Display Methods

Single sheet documents will be flush mounted onto conservation board by an Archives Centre conservator and transported ready-mounted.

Documents on mounts may be exhibited flat or up to an angle of 40 degrees from the horizontal, supported on inert acrylic stands or similar, supplied by the borrower.

Bound volumes will be supported on book cradles made by an Archives Centre conservator with a maximum opening angle of 120 degrees (or less if the binding is tight) and a maximum reading angle of 25 degrees from the horizontal. The support and original will be transported separately.

Original photographic materials and other composite materials will not be loaned for exhibition.

Fragile materials will not be loaned for exhibition.

### Reproduction and Photography

All enquiries relating to the supply and use of images of loans must be directed to the Archives Centre.

Loans may not be filmed, photographed, video recorded or televised without the prior permission of the Archives Centre.

### Acknowledgement

Loans will be acknowledged to *Churchill Archives Centre, Cambridge*, with reference codes, on exhibition labels and in the catalogue, unless otherwise indicated in the loan agreement.

A copy of the exhibition catalogue will be sent to the Archives Centre.