

# PRINCIPLES FOR LENDING



Ceramics Gallery, National Museum of Scotland.  
Photo: Ruth Armstrong © National Museums Scotland

**To encourage the growth of good lending and borrowing in the UK, NMDC members agree to the following commitments. In doing so, they hope to encourage the wider museum community to adopt a clear, helpful and generous approach to lending.**

## We will:

### LEND UNLESS THERE IS A COMPELLING REASON NOT TO

If it is not possible to lend, clearly explain the reasons and offer alternatives if you can.

### PROVIDE CLEAR INFORMATION FOR POTENTIAL BORROWERS

Borrowers will typically begin by researching your institution's process online - make sure you have an up-to-date loans web page. This should include:

- › A clear point of contact for enquiring about loans
- › Where available, links to a searchable collections database
- › Sign-posting to other sources of information about the collection e.g. on-site research facilities, publications,

curatorial contacts, information about collections held on external databases or websites e.g. Art UK

- › Your loans policy and process, including timescales for informal enquiry and formal notice period, conditions for borrowing and rationale for decision making.

### PRAGMATICALLY ADDRESS DELIVERY, DISPLAY AND ENVIRONMENTAL REQUIREMENTS

- › These may include mounting, crating, couriers, transportation, environmental conditions, security etc.
- › Provide the information necessary to maintain the safety of the object as soon as possible to help avoid unexpected costs for the borrower.
- › Be pragmatic about lending where the nature of the collection allows.
- › Take a risk-managed approach to lending where the loan conditions - timescale, environment, security - allow and within the resources available.

### USE COURIERS ONLY AS NECESSARY

- › Only require a courier (including virtual couriers) when this is genuinely essential. When used, explain why you're sending a courier, or using a virtual courier, and share them wherever possible.

- › Ensure couriers are appropriately trained to deal with the object(s) on loan.
- › Communicate what their role is to the borrowing institution - will they be delivering the object or assisting with installation (in person or remotely)?

### **CHARGE COSTS ON A NOT FOR PROFIT BASIS**

- › Provide the borrower with a transparent overview of the related costs as soon as possible.
- › National museums will not charge a fee for the loan itself to other UK museums (though they may charge some or all of the costs incurred in making the loan).
- › Costs should be kept to a minimum. For example, conserve to the level required for exhibition and provide options for glazing, crating, transport and couriering.

- › In particular, work with the borrower to identify transportation and other services that meet the standard and operate from their area.
- › Where costs are passed on, this should be on a cost-recovery basis.

### **MAKE THE MOST OF WORKING IN PARTNERSHIP**

- › Help borrowers maximise the impact of a loan. For example, provide access to marketing resources such as images.

**“ NMDC MEMBERS WANT TO ENCOURAGE THE GROWTH OF GOOD LENDING AND BORROWING IN THE UK**

*Looking at laser scans of carved stones at National Museum of Scotland. Photo: Neil Hanna © National Museums Scotland*

