

## Loans Policy and Guidelines

### 1. Introduction

The University of Manchester Library is the custodian of outstanding Special Collections of rare books, manuscripts, archives and visual materials. Comprising over one million items, these collections span six millennia and a vast range of cultures and beliefs. They include almost every format ever used for human communication. We are passionate about promoting these collections, sharing them with diverse audiences, and safeguarding them for future generations to study and enjoy. We therefore welcome applications from other institutions wishing borrow items from our collections for use in exhibitions.

Any institution wishing to borrow objects from our collections should submit a formal request at least six months in advance of the planned opening date of the exhibition.

As part of the assessment process we will take into consideration the following:

- The condition of the object requested
- Any planned use of the object within the Library and elsewhere
- The exhibition history of the object
- The suitability of the security and environment of the venue's storage and exhibition spaces
- The duration of the exhibition
- Interpretation of the object and the nature of the exhibition

### 2. Submitting a Loan Request

A formal request should be made in writing to the University Librarian and Director of The John Rylands Library, The University of Manchester Library, Oxford Road, Manchester, M13 9PP, by the Borrowing Institution (we do not lend to private individuals). The request should include:

- The name, address, telephone, email and fax number of the Borrowing Institution.
- The name, position and contact details of the senior member of staff from the Borrowing Institution making the request and any nominated contact.
- The location, title and dates of the exhibition.
- The nature and purpose of the exhibition, together with the relevance of the object(s) requested.
- Full details of the object(s) requested i.e. title, pressmark or reference, opening (if a bound volume).
- A completed UKRG facilities report and security supplement for the exhibition premises.

### 3. General conditions of Loan

- We reserve the right not to lend to travelling exhibitions.
- Objects will be lent for a maximum of six months.
- We will make a digital facsimile of the object to be borrowed (unless one exists already). The cost of this will be met by the Borrowing Institution.
- No photography of the object will be allowed whilst in the care of the Borrowing Institution unless by agreement with us.
- The UML Loan Agreement must be signed by the Head (or Deputy Head) of the Borrowing Institution and countersigned by the registrar and senior curator of the exhibition.
- One complimentary copy of any exhibition catalogue must be sent to us.
- We must be advised at a reasonable time before installation of all other material and objects which will share the same display cases or vitrines as our objects, and from which institutions they derive.
- Any dispute arising from the Loan shall be determined in an English Court of Law.

### 4. Costs

We do not currently charge institutions a fee for borrowing objects for exhibitions. However we expect Borrowers to cover all costs related to the loan, including, but not limited to, the following:

- Comprehensive insurance cover of all loan objects from the time they leave the University of Manchester Library to their return
- Transportation of loan objects to and from the exhibition venue
- Transport agents' costs on outward and return journeys
- All associated packaging costs
- Business-class travel for any couriers whilst accompanying loan objects
- Business-class seat booked for each hand-carry loan object
- Personal costs at an agreed *per diem* rate for the courier at all times they are away from the Library
- Suitable accommodation for the courier on both installation and de-installation of the object
- Personal insurance for the courier covering all times they are away from the Library
- Construction of book cradles/supports

We reserve the right to charge for the following expenses, though this is also not an exhaustive list:

- Loans administration

- Curator preparation time
- Conservation preparation and treatment, including materials
- Cost of digitising object to be loaned

We reserve the right to charge for reasonable costs incurred in the event of an exhibition being cancelled.

## **5. Transportation**

- We expect the Borrowing Institution to provide a transport agent who will be approved by us.
- In the case of overseas exhibitions, the appropriate export licence and security clearance at the airport must be obtained on behalf of the University of Manchester Library by the carrier or agent approved by us.
- We reserve the right to decline any proposed transportation arrangements which we feel may have a detrimental effect on the object(s).
- We expect the Borrowing Institution to have secure interim storage facilities. This must include protection from fire and security against theft, physical harm and unauthorised access to the place where our object(s) and their associated packaging will be kept, prior to installation and after de-installation.

## **6. Environment & Security**

It is essential that the Borrowing Institution meets with the requirements of the UML. The Borrowing Institution must guarantee the following standards:

- Ambient temperatures between 16 and 21°C.
- Ambient RH levels 45-55%RH
- Stability in ambient RH +/-5%RH
- No more than 50lux on the surface of the object
- UV levels should not exceed 75 microwatts per lumen

The UML courier will carry out checks to verify temperature, RH and lighting levels during installation and de-installation processes. We reserve the right to refuse a Loan if we feel our object will share a case or vitrine with any object which may have a detrimental effect.

The Borrowing Institution must guarantee at all times the security of objects borrowed from the UML, both inside the Borrowing Institution's premises and the exhibition gallery.

## 7. Installation & de-installation

We will appoint a member or member(s) of staff to act as our courier, to accompany and install the loan object(s), or we will nominate an agent to act on our behalf.

- The courier appointed by us will handle the object(s) at all times, unless otherwise agreed.
- The object condition report must be agreed with and signed by the courier and an appropriate representative from the Borrowing Institution.
- The courier will oversee the locking and alarming of the case, unless otherwise agreed.
- The case shall not be re-opened without the presence of the JRL courier, unless otherwise agreed.
- Our courier is empowered to refuse the Loan if it appears objects are being mistreated or if the conditions do not match those made explicit in the Facilities report.
- The Borrowing Institution will be liable for any damage sustained to the object(s) during the period of the Loan.
- The Borrowing Institution will provide suitable storage for any packaging materials associated with the Loan.
- Upon de-installation a report on the condition of the object must be agreed and signed by our courier and an appropriate representative from the Borrowing Institution
- We expect the exhibition curator and/or the registrar to be present during installation and de-installation.
- The design and construction material of book cradles supports, etc., will be agreed between us and the Borrowing Institution. The decision of the UML will be final and binding.

## 8. Catalogues & Display

The Borrowing Institution must send us a copy of any intended interpretation of the loaned Objects and await approval from us before publishing or circulating the interpretation in print or electronically.

Agreed interpretation of the loaned objects is to be shared as open source information.

All objects loaned and displayed must be accompanied by a notice which acknowledges the permission of the Library. The Library requires that any interpretation or labels relating to the objects on display should include the credit: "Courtesy of The University of Manchester ". The University of Manchester must also be credited in any Acknowledgements panel.

A similar acknowledgement must be made in any catalogue in which the objects are recorded quoting full pressmark(s) or reference(s), together with the acknowledgement '*Courtesy of The University of Manchester Library*' and we must be given the opportunity before publication to agree

the text relating to the loan objects. We must be provided with one complimentary copy of the catalogue.

The University Librarian and Director of The John Rylands Library should be invited to any opening events for exhibitions involving objects borrowed from the Library.

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