

AUSTRALIAN NATIONAL MARITIME  
MUSEUM LOANS POLICY

**June 1991**

## TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	1
2. FUNCTIONS AND POWERS OF THE MUSEUM	1
3. OUTWARD LOAN POLICY	2
3.1 Definition of objects to be lent	2
3.2 Eligible borrowers	2
3.3 Purpose of loan	2
3.4 Travelling exhibitions	2
3.5 Period of loan	2
3.6 Sub loans	2
3.7 Notice	3
3.8 Documentation	3
3.9 Credit	3
3.10 Costs and charges	3
3.11 Insurance	3
3.12 Couriers	3
3.13 Approval	4
3.14 Implementation	4
4. INWARD LOAN POLICY	4
4.1 Definition of objects to be borrowed	4
4.2 Purpose of loan	4
4.3 Period of loan	4
4.4 Sub loans	5
4.5 Notice	5
4.6 Conditions of loan	5
4.7 Documentation	5
4.8 Insurance	5
4.9 Credit	5
4.10 Costs	5
4.11 Approval	6
4.12 Implementation	6
5. APPENDIX	
5.1 Outward Loan Agreement	
5.2 Inward Loan Agreement	
5.3 Application for Loan form	

## **1. INTRODUCTION**

This policy statement refers to both the outward loan of objects from the National Maritime Collection and other maritime historical material in the possession of the Australian National Maritime Museum, and the inward loan of historic objects to the Australian National Maritime Museum, (ANMM).

The Australian National Maritime Museum Act, (1990) requires the ANMM to actively lend its collection for public exhibition to museums and other bodies. To date the ANMM has lent few objects to other museums. However, we anticipate a sharp rise in requests for loan as awareness of and interest in the Museum and its collection increase after opening.

The Museum is currently involved in a very active inward loan program. We are borrowing objects for exhibition from individuals and institutions based locally, interstate and overseas. The ANMM has a small collection and is encouraged by the Federal government to restrict the growth of this collection. Consequently we must borrow objects from other sources in order to develop exhibitions and other public programs. We expect the inward loan program to decrease only slightly after opening as we will continue to borrow objects for exhibition change overs and for new exhibitions, including travelling exhibitions.

The *Loan Policy* and the *Loan Agreements* are designed to provide access to the National Maritime Collection and to aid the Museum in borrowing objects, while providing protection to the objects, the Museum and the lenders and borrowers

## **2. FUNCTIONS AND POWERS OF THE MUSEUM**

Two of the Functions of the Museum as defined in the Australian National Maritime Museum Act (1990) are relevant to this *Loan policy*. They are:

6. (a) to exhibit, or to make available for exhibition by others, in Australia or elsewhere, material included in the national maritime collection or maritime historical material that is otherwise in the possession of the Museum;
6. (b) to co-operate with other institutions (whether public or private) in the exhibiting, or in the making available for exhibition, of such material

The Museum is empowered to perform these functions through the following Powers of the Museum:

7. (a) to purchase, commission the creation of or take on hire, deposit or loan maritime historical material;
7. (b) to lend or hire or otherwise deal with maritime historical material

### **3. OUTWARD LOAN POLICY**

#### **3.1 Definition of objects to be lent**

Loans will be considered for objects from the National Maritime Collection or other maritime historical material in the Museum's possession, which are

- (a) registered;
- (b) deemed to be in a fit condition to travel and to be exhibited under the specified conditions; and
- (c) that are not required by the ANMM for exhibition, demonstration or research.

#### **3.2 Eligible borrowers**

The ANMM may lend objects from the National Maritime Collection, and other maritime historical material in its possession, to public and private museums or other appropriate bodies that can meet the ANMM's conditions of loan and provide an acceptable level of physical security and professional care to loan objects throughout the period of loan, including travel.

Borrowers must satisfy the ANMM that minimum environmental and security standards are met. These include provision of 24 hour physical or electronic security, protection from damage that may be caused by extremes of light, humidity and temperature, fire, mishandling, vermin or insects and dirt etc.

#### **3.3 Purpose of loan**

The ANMM will lend objects from the National Maritime Collection primarily for the purposes of public display and research.

#### **3.4 Travelling exhibitions**

Loans will only be approved for exhibition in travelling exhibitions if the Museum is satisfied that all venues conform to the required minimum standards of security and care and that the proposed method of transport will not expose the objects to damage.

#### **3.5 Period of loan**

Loans will normally be granted for periods of up to two (2) years. The loan period may be extended on application by the borrower subject to the borrower satisfying the ANMM that acceptable standards of care are being met.

#### **3.6 Sub loans**

Borrowers are not permitted to lend ANMM objects to a third party.

### **3.7 Notice**

The ANMM will normally consider only an application for loan if the borrower provides initial notice in writing to the Director nine (9) months prior to the objects leaving the Museum. This initial request should be followed, by not later than six (6) months, with a completed Application for Loan form, (see appendix).

In special circumstances approval may be given to requests for loan received with less notice, however, priority will be given to applications received with the full period of notice and the ANMM will reserve the right to refuse any such requests where conservation treatments can not be completed within that time.

### **3.8 Documentation**

Borrowers are required to accept loans under the ANMM's Outward Loan Agreement, (see Appendix). Loans will be made only using the Australian National Maritime Museum's Outward Loan Agreement. No loans will be made until the Museum receives an Outward Loan Agreement signed by a person with authority to enter into the Agreement.

### **3.9 Credit**

The ANMM must be acknowledged as the lender in a prominent and clear manner acceptable to the Director in any exhibition labels or publications that refer to the objects on loan. The preferred form of acknowledgment is "Lent by the Australian National Maritime Museum".

### **3.10 Costs and charges**

The borrower will normally be liable for all reasonable costs incurred in the preparation of the loan, including costs of conservation treatment, photography, insurance, storage, packing, transport and customs clearance. Costs will be determined by the ANMM and discussed with the borrower before the Agreement is finalised.

The Director may waive some or all of these costs if he is satisfied that the objectives of the ANMM will best be met by doing so.

### **3.11 Insurance**

All objects on loan from the ANMM will be insured by the borrower as part of the Outward Loan Agreement. Insurance for objects approved for loan to Commonwealth of Australia institutions may be waived in favour of Commonwealth self-insurance at the discretion of the Director.

### **3.12 Couriers**

Couriers are to be provided by the ANMM for objects where in the opinion of the ANMM the value or significance of the object warrants such, or where the objects are of great fragility or are considered difficult to transport.

### **3.13 Approval**

Approval of a loan will be made by the Director if he or she is satisfied as to the period of the loan, the purpose of the loan and arrangements made by the applicant for the security and care of the objects.

### **3.14 Implementation**

- (a) This policy will be implemented in accordance with procedures approved by the Director from time to time;
- (b) the processing of all loans will be coordinated by the Registration Section and the recommendation to lend an object will be made by the Registrar in consultation with the Senior Curators and the Senior Conservator;
- (c) the Conservation Section must sight all objects and prepare a condition report on all objects before a loan can be approved;
- (d) The ANMM may require the exhibition/storage site to be inspected by a member of the Registration or Conservation Section before approval to lend an object is given.

## **4. INWARD LOAN POLICY**

### **4.1 Definition of objects to be borrowed**

The ANMM will borrow objects only

- (a) when it can provide appropriate transport, receipting, storage and exhibition facilities;
- (b) and which it can borrow without contravening national or international legislation controlling the importation or exportation of such material or set up to protect movable cultural heritage or endangered species of wildlife.

### **4.2 Purpose of loans**

The ANMM will borrow objects for the purpose of public exhibition or research as specified on the Loan Agreement and approved by the Director and agreed to by the lender.

### **4.3 Period of loan**

The maximum period of loan will be five (5) years but the period of loan may be renewed subject to approval by the Director. In exceptional circumstances the Director may vary the period of loan, although indefinite loans or "permanent loans" are to be discouraged.

#### **4.4 Sub loans**

The ANMM will not lend any borrowed object to another museum, body or individual and no borrowed object will leave the ANMM's premises without the express written approval of the lender.

#### **4.5 Notice**

In the case of overseas loans, the ANMM Senior Curator will notify the Registrar of objects to be borrowed at least twelve (12) months prior to shipping. A minimum of six (6) months notice is normally required for any other loan.

#### **4.6 Conditions of loan**

Loans from individuals will be made only under the Australian National Maritime Museum Inward Loan Agreement. When borrowing from another museum the ANMM may be required by the lender to agree to the terms and conditions of the lender's Loan Agreement. In this case the Museum will borrow objects under the terms and conditions of the lender's loan agreement unless the Director considers the terms and conditions of the loan agreement to be detrimental to the Museum's interests.

#### **4.7 Documentation**

All loans must be fully documented with a Loan Agreement approved and signed by the Director, and any other documentation considered necessary by the Registrar, including condition reports, customs and insurance documentation before shipment of the objects, or their receipt by the Museum.

#### **4.8 Insurance**

The ANMM will insure all objects borrowed for the value stated on the Loan Agreement unless their value is below \$ A 1000 and/or the lender agrees to waive insurance. If the lender elects to maintain its own insurance, the ANMM will agree to the loan only if the lender names the ANMM as an Additional Insured or waives the subrogation of its rights against the ANMM.

#### **4.9 Credit**

The lender will be acknowledged in all labels, catalogues and other publications that refer to the loan object in the form agreed in the Loan Agreement and approved by the Director.

#### **4.10 Costs**

The ANMM will meet all reasonable costs associated with the loan of an object. These costs will normally include costs of preparing the object for shipment and exhibition, packing, storage, transport and photography.

#### **4.11 Approval**

Approval of a loan will be made by the Director on recommendation from the Senior Curators and the Registrar. The Director will approve a loan only when he or she is satisfied as to the necessity of the loan and that the costs of the loan and all other conditions of the loan are acceptable to the ANMM.

#### **4.12 Implementation**

- (a) This policy will be implemented in accordance with procedures approved by the Director from time to time;
- (b) the processing of all inward loans will be coordinated by the Registration Section in consultation with the Curatorial Section and the Conservation Section.