

AUSTRALIAN NATIONAL MARITIME MUSEUM

LOANS POLICY

Contents

<u>Background</u>	3
<u>Policy development and implementation</u>	3
<u>Amendments</u>	3
<u>Purpose</u>	3
<u>Australian National Maritime Act 1990</u>	3
<u>Functions and powers of the Museum</u>	3
<u>Outward Loan Policy</u>	5
<u>Definition of objects to be lent</u>	5
<u>Eligible borrowers</u>	5
<u>Purpose of loan</u>	5
<u>Travelling exhibitions</u>	5
<u>Period of loan</u>	5
<u>Sub loans</u>	5
<u>Notice</u>	6
<u>Documentation</u>	6
<u>Credit</u>	6
<u>Costs and charges</u>	6
<u>Insurance</u>	6
<u>Couriers</u>	6
<u>Approval</u>	7
<u>Implementation</u>	7
<u>Inward loan policy</u>	8
<u>Definition of objects to be borrowed</u>	8
<u>Purpose of loans</u>	8
<u>Period of loan</u>	8
<u>Sub loans</u>	8
<u>Notice</u>	8
<u>Conditions of loan</u>	8
<u>Documentation</u>	9
<u>Insurance</u>	9
<u>Credit</u>	9
<u>Costs</u>	9
<u>Approval</u>	9

Background

Policy development and implementation

The Loans Policy was approved by Council in 1991. The policy has remained unchanged since that time, although in 2001 a schedule of fees for outward loans was approved by the Executive Group and implemented.

The outgoing loans program has grown significantly in recent years. For instance, in 2003-2004 the Museum approved the loan of eleven objects to three borrowers; in 2006-2007 we have approved the loan of 60 objects to five lenders, at October 2006.

Amendments

To assist with scheduling resources required to process the increased demand for outgoing loans, a change to the period of notice has been made. Other changes to the Policy are minor and are intended to update the format only.

Purpose

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, (Museum).

The *Loan Policy* is 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

Australian National Maritime Act 1990

The Australian National Maritime Museum Act, (1990) requires the Museum to actively lend its collection for public exhibition to Museums and other bodies.

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

Outward Loan Policy

Definition of objects to be lent

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

- (a) registered and fully documented in the Museum's collection management system
- (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 Museum for exhibition, demonstration or research.

Eligible borrowers

The Museum may lend objects to public and private museums or other appropriate bodies that can meet the Museum'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 Museum 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.

Purpose of loan

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

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.

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 Museum that acceptable standards of care are being met.

Sub loans

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

Notice

The Museum will normally consider only an application for loan if the borrower provides initial notice in writing to the Director twelve months prior to the objects leaving the Museum. This initial request should be followed with a completed Application for Loan received no later than nine months prior to the objects leaving the Museum.

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 Museum will reserve the right to refuse any such requests where conservation treatments can not be completed within that time.

Documentation

Borrowers are required to accept loans under the Museum's Outward Loan Agreement, (see Appendix). Loans will be made only using the 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.

Credit

The Museum 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".

Costs and charges

The borrower will normally be charged an administration and loan fee in addition to all reasonable costs incurred for packing, transport and customs clearance. Costs will be determined by the Museum and discussed with the borrower before the Agreement is finalised.

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

Insurance

All objects on loan from the Museum will be insured by the borrower in accordance with the Outward Loan Agreement.

Couriers

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

Approval

Approval of a loan will be made by the Director if 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.

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 Senior Registrar in consultation with the relevant 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;

Inward loan policy

Definition of objects to be borrowed

The Museum will borrow objects only

- (a) when it can provide appropriate transport, receipting, storage and exhibition facilities for these objects;
- (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.

Purpose of loans

The Museum will borrow objects for the purpose of public exhibition or research.

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" not permitted.

Sub loans

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

Notice

In the case of overseas loans, a period of notice of at least twelve (12) months prior to shipping is required. A minimum of six (6) months notice is normally required for any other loan.

Conditions of loan

Loans from individuals will be made only under the Museum's Inward Loan Agreement. When borrowing from another museum the Museum 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.

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 Senior Registrar, before shipment of the objects or their receipt by the Museum.

Insurance

The Museum will insure all objects borrowed for the value stated on the loan agreement unless the lender agrees to waive insurance. If the lender elects to maintain its own insurance, the Museum will agree to the loan only if the lender names the Museum as an Additional Insured or waives the subrogation of its rights against the Museum.

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.

Costs

The Museum will meet all reasonable costs associated with the loan of an object including loan fees, conservation, packing and shipping costs.

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 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 Museum.

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.