



The Hunterian, University of Glasgow – Guidelines for Exhibition Loans

The University Court of the University of Glasgow maintains a policy of enabling loans to be made for specified purposes from the cultural collections in its ownership. This policy is supervised by The Hunterian Strategic Development Board and enacted through the Director and staff of The Hunterian. These guidelines are issued to cover the main requirements that borrowers will be expected to satisfy prior to any agreement to loan from the collections being made. In the case of a touring exhibition, it is the responsibility of the lead organisation to ensure that all other venues are informed of these guidelines.

1. Notice Period

Potential borrowers are encouraged to make enquiries at the earliest opportunity. Formal loan requests should be made in writing, with the information requested below, to the Director ***no less than 12 months before the exhibition is scheduled to open***, and preferably sooner.

2. Information from Borrower

Before a loan is agreed the Hunterian requires the following information in writing. To provide sufficient time to process the loan and undertake any necessary preparation work, this information must have been received ***at least 12 months before the opening of the exhibition***.

- 1) Name and address of organiser and/or venue(s) (if different)
- 2) Dates of exhibition. (Note: Loans to single venues of a duration of less than eight weeks or to multiple venues of a duration of less than six weeks per venue are not normally considered.)
- 3) Title of exhibition and outline of its scope including an explanation of why the particular work(s) requested is/are of particular importance for the show.
- 4) Information as to whether the exhibition will tour and to what venues.
- 5) A full facilities report, including security details and environmental readings covering the same months as the loan, is required for **all** venues unless these have been previously provided with the preceding 2 years, and there is no material change in circumstances.

3. Restrictions on Lending

There are some items in the collection which we are unable to lend due to:

- 1) Being essential to the Integrity of our public galleries
- 2) Legal or ethical considerations, for example conditions imposed by a donor, vendor or funder, their provenance or origin, etc.
- 3) Conservation considerations, including the condition, media, fragility, previous exhibition exposure, etc.

4. Costs

The borrower will be responsible for all costs incurred by the Hunterian in connection with the loan. These may include, amongst other things, conservation, condition reporting, temporary insurance, object preparation, display materials, packing, photography, out-of-hours opening, courier and other



related expenses. It should be noted that costs may change between initial estimates and final invoicing. Every effort will be made to keep borrowers fully informed of any changes. Normally invoices are issued to the borrower following the return of the loan.

For international loans The Hunterian charges a standard administration fee per venue for up to 6 items. For loan requests above this, any administration fee will be assessed on a case-by-case basis.

5. **Approval Process**

The Hunterian will assess the physical condition of all requested item(s). Where necessary this will be in consultation with an appropriate external conservator or other expert. All costs incurred in the evaluation of a loan, whether ultimately agreed or not, will require to be met by the applicant. These costs may include, but are not limited to, conservation assessment, condition reporting, and associated transport.

All loan requests will be assessed The Hunterian Collections Development Group which will make a recommendation to the Hunterian Leadership Team, who will make the final decision. In normal circumstances we can provide the borrower with a decision within 3 months.

If the loan request is approved the Hunterian's Collections Management team will contact the borrower to arrange details, including but not limited to loan agreement and conditions, insurance/indemnity, conservation treatment, crating, packing, transport, couriering, display and installation requirements, etc.