Loans out

	People	Process	Linked Procedures	Information	System
Assess the request	Museum staff borrower	**Review the loan request** **Ensure that you have the following information in a written request:** • Details of required object(s) • Name and contact details of borrower • Purpose of loan- if for exhibition, details and venues • Proposed dates of loan • Details of proposed Indemnity or insurance provisions Establish a separate loan record to hold all information and record reference to it in your catalogue record		Object identification Loan out Use of collections Object valuation Insurance Date Organisation People Person Address	Collections Management system
Assess the request	Museum staff Museum staff	**Assess the loan against the following criteria:** • Availability of the object(s) • Condition of the object and a risk assessment to the object and the borrower and/or users • Ethical considerations such as condition, risk or sensitivity • The acceptability of the purpose of loan • Your organisations policy on lending to a third party • Whether your organisation has the right to lend the object(s) Acknowledge loan request, and inform borrower if the loan is possible. Keep a reference to this acknowledgement in your loan records Is the object to be considered for a loan? — no → Inform borrower, giving reasons yes → Reserve the object(s) if it is considered suitable		Reference	
Negotiate and exchange key information	Museum staff borrower	Send the borrower any conditions of loan with a request for further information about the loan. This may include a request for a facilities report **On receiving further information reassess the loan, considering:** • Previous loans to the borrower or venue • A site visit to the proposed venue • Consulting any relevant advisor • Information about insurance • Costs to your organisation • Requirements relating to packing and transport • Security considerations • Environmental considerations Notify the borrower of the decision to lend and record your decision in your loan records.		Reference	
Agree the loan	Museum staff borrower	Is the object to be loaned? — no → Inform borrower, giving reasons **Provide the borrower with the following information for each object:** • Name and address of owner • Valuation • Condition • Display requirements • Environmental requirements • Handling recommendations • Dimensions • Photographs for research or publicity • Descriptive and historical information • Estimated costs that the borrower will be expected to meet **Finalise the conditions of loan and record all decisions. Include:** • Insurance and indemnity requirements • Terms of reproduction • Packing, transport, courier and shipping requirements • Terms and conditions, including costs and acknowledgement for labels Prepare a loan agreement with the borrower referring to all conditions. Make two copies, one for each party, and obtain signatures on each. Keep a copy in your records		Object identification Object description Loan out Use of collections Object requirement Object valuation Insurance Date Organisation People Person Address Reference	
Schedule and prepare the loan	Museum staff	Carry out and record a condition check	Object condition checking and technical assessment	Object identification Object condition and technical assessment Date Person Address	
		Carry out any conservation work and record	Conservation and collections care	Object identification Conservation and treatment Date Person Address	
		Obtain a photograph of each object being loaned	Use of collections		
		Make packing and shipping arrangements, and brief couriers. For overseas loans ensure customs and export requirements are met		Object identification Insurance Indemnity Date Organisation Person Address	
		Review security conditions and obtain evidence of insurance arrangements and if appropriate Government Indemnity Scheme compliance. Update records	Insurance and Indemity management		
Schedule and prepare the loan		Despatch object. Obtain confirmation of arrival of the object	Object exit	Object identification Object location Location Date Address	
		Update the location record	Location and movement control		
Monitor the loan	Museum staff	**Monitor the Loan by updating the following information according to the terms of the agreement:** • Object condition • Environmental and display conditions • Insurance and indemnity policies	Object condition checking and technical assessment	Object identification Insurance Indemnity Date Organisation Person Address	
Renew the loans	Museum staff borrower	At the end of the loan period. Has a renewal been requested? no → (to Confirm arrangements) yes → • Consider the request and renew the loan if appropriate • Prepare a single loan agreement with the borrower referring to all conditions, or amend existing agreement • Prepare two copies of the new agreement, one for each party and obtain signatures. Keep a copy in your records.		Reference	
Arrange for the return of the loan	Museum staff	Confirm arrangements for the return of object, and plan its return	Location and movement control	Object identification Condition and technical assessment Date Person Address	
		When the object returns, unpack it and carry out a written condition check and report any problems	Object condition checking and technical assessment	Object identification Conservation and treatment Date Person Address	
		Take any remedial action if required	Conservation and collections care		
		Update insurance and indemnity records	Insurance and Indemity management	Object identification Indemnity Insurance Date Organisation Person Address	
Closing the loan	Museum staff borrower	Invoice the borrower for any agreed remaining costs according to the terms of the written agreement Acknowledge safe receipt of the object and confirm that all conditions of the loan have been met **Record any further information and retain all documents such as courier reports**		Object identification Loan out Use of collections Date Organisation People Person Address	

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