



Museum of Domestic
Design & Architecture

Loans and Touring Exhibition Policy

2nd Edition (August 2, 2017)

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Approved: October 2017

Review date: August 2020

1. Overview

The Museum of Domestic Design & Architecture (MoDA) is committed to making its collections accessible to a wide audience. This includes a commitment to the loan of items to other institutions for the purpose of public exhibition. This is done both by offering curated touring exhibitions, and by responding to requests to borrow specific items for exhibitions organised by other institutions.

The procedure for requesting the loan of unique items from MoDA's collections is set out in this document along with the general Conditions of Loan. We will not ask prospective Borrowers to meet conditions that are more stringent than those in place at the Museum. Wherever possible we will work with prospective Borrowers to help implement loans from MoDA's collections.

2. Loan Requests

We expect that an informal discussion about the loan will generally precede the formal loan request. Formal requests for loans should be made by email to the Head of Collections (Zoë Hendon, z.hendon@mdx.ac.uk).

Formal requests for MoDA materials should be submitted six months before the first exhibition date and twelve months before shipment in the case of international loans. (This is so that conservation and curatorial staff can allow sufficient time for the preparation and administration of the loan.)

The following information should be supplied to the Collections Manager (Sian Woodward, s.e.woodward@mdx.ac.uk):

- Title of exhibition.
- Exhibition venue(s) and dates (Proposed dates and length of loan)
- Name, address, telephone and email address of the exhibition organiser.
- Name, address, telephone and email address for the contact at each venue.
- List of objects requested, preferably with MoDA accession numbers.
- Reason for including MoDA objects in the exhibition.
- Details of proposed indemnity or insurance provision

Borrowers should let the Museum know of any changes to the proposed loan immediately.

3. Loan Approvals

Requests for the loan of individual objects are discussed by the Head of Collections with conservation and curatorial staff. Loans are approved subject to the proposed Borrower meeting the necessary criteria outlined below and agreeing to abide by the Conditions of Loan.

- Loans will be made for the purpose of public exhibition only.
- MoDA will only loan objects to those institutions that can demonstrate that they can maintain adequate environmental, staffing and security standards for the preservation of museum materials.
- MoDA will only lend items from the permanent collections that are accessioned and catalogued.
- Items requested for loan will be assessed by MoDA's conservator for their condition and suitability for loan.
- Loans will only be approved subject to the acceptance of a satisfactory Facilities Report and Security Supplement, which must be completed by the prospective Borrower, available from the UK Registrars Group website:
https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_facilities_report.pdf
https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_security_supplement.pdf

In cases where an exhibition is taken over by one institution from another, MoDA must receive signed agreement to the Conditions of Loan from all the institutions concerned.

4. Conditions of Loan

The general conditions of loan are listed below. These may be amended or supplemented in special circumstances, for example in the case of particularly vulnerable objects.

4.1 Period of Loan

The maximum duration of a loan is six months. Requests to borrow items for longer periods (for example in the case of items lent to several institutions and/or overseas institutions) will be considered at the discretion of MoDA's Curator and advised by the Conservator. Objects must be returned at the agreed date at the end of the period of loan.

4.2 Expenses

The Borrower is responsible for all reasonable expenses associated with the insurance, packing, transport and additional photography of the loaned items.

The Borrower will also be responsible for costs of preparation of objects including the conservation, mounting and framing of items and materials testing as deemed necessary by MoDA's Conservator, Emma Shaw (e.shaw@mdx.ac.uk). See APPENDIX for an outline of these costs.

The Borrower must meet all reasonable expenses of a courier (when one is requested) to travel with the loan on both outward and return journeys. Couriers should receive adequate subsistence on arrival to cover all expenses including overnight accommodation when necessary (to be agreed in advance).

The Borrower may be required to meet expenses associated with checking loans at agreed periods and in an emergency situation.

4.3 Security

The Borrower must provide information about security and fire precautions to the satisfaction of MoDA. Venue(s) should be fitted with fire detection/prevention and intruder

alarm systems which are either connected to a local police station or monitored 24 hours a day.

The building and exhibition spaces should normally be guarded when open to the public. Information about security arrangements will be treated as confidential.

The relevant information should be included in a completed Security Supplement, as mentioned above: https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_security_supplement.pdf

4.4 Insurance

The Borrower is responsible for the insurance of the item against all risks while in transit, in store and on exhibition (this is usually referred to as 'nail to nail cover'). Insurance values will be supplied by MoDA. Such indemnity or commercial insurance shall include provision for:

- in the case of loss or destruction of the object, payment of the agreed valuation.
- in the case of damage to the object, a sum not exceeding the agreed valuation, representing the cost of reasonable repair, and an amount equal to any reduction in the market value of the object after such repairs have been carried out.
- A copy of the insurance policy must be received and approved by the Head of Collections in advance of the date of collection of the loan. Objects will not be released until evidence of appropriate insurance cover is supplied by the Borrower.

4.5 Transport and Packing

Transport and packing arrangements should be agreed with MoDA not less than one month before the date of collection.

Loan items will be packed for the outward journey by MoDA staff or by approved transport agents under the supervision of MoDA staff.

Movement of items must be undertaken by an approved transport agent or other suitable persons with agreement from MoDA.

Loan items travelling long distances by road will be carried in a suitable vehicle, equipped with air-ride suspension or other facilities if deemed necessary by MoDA.

Overseas transport must be handled by an approved shipping agent.

Environmentally sensitive works must not be unpacked at their destination for 24 hours in order to allow time for the materials to acclimatize.

Packing materials should be retained for re-packing at the end of the loan. The Borrower is responsible for the storage of packing materials in a secure and environmentally stable place for the duration of the loan.

For the return journey, objects should be packed by an approved transport agent or representatives of the Borrowing institution to the same standards as the outward journey.

4.6 Couriers

MoDA may ask that one or more members of staff accompany objects in transit (in addition to the driver) to oversee unpacking and installation and at the end of the loan to oversee de-installation and re- packing. This will depend on the complexity of the arrangements and the fragility of the objects.

In the case of touring exhibitions, a courier may be required to accompany objects between venues. A courier will always be needed for overseas loans.

4.7 Condition Checking

Condition reports for each object will be prepared by MoDA's Conservator prior to collection. These will be checked and agreed on arrival at the venue, before re-packing at the end of the loan and again on receipt at MoDA.

Any apparent changes in condition of the objects during the loan period must be reported to MoDA immediately.

4.8 Environmental Conditions

The Borrower will maintain a stable climate for the loan items during storage and display avoiding extremes of temperature and relative humidity. MoDA will always work with the prospective borrower to find acceptable solutions.

Specific environmental requirements may be made in the case of particular objects but general requirements are as follows:

Lighting

Light levels will be determined by MoDA's Conservator, taking into consideration the sensitivity of the object, the duration of the loan and the previous light exposure of the loan items. As a guide, light levels for sensitive works on paper and textiles will be set between 50 and 80 lux.

UV levels should not exceed 75 microwatts/lumen.

Objects should be lit during public opening hours only.

Light fittings should be housed in a separate compartment accessible without opening the case where the loaned items are displayed.

Relative Humidity

Relative humidity must be at a set point in the range of 40-60% with fluctuations no more than 5% within these limits in any 24-hour period. These conditions must be maintained for 95% of the time.

Temperature

Temperature should be at a set point in the range of 16-22°C with no more than 4°C variation within these limits in any 24-hour period. These conditions must be maintained for 95% of the time

To ensure the venue meets the above conditions MoDA normally requests environmental monitoring data from the Borrower for a similar period of time as the proposed loan.

MoDA usually requires the Borrower to monitor the conditions for the duration of the loan.

Storage

Objects stored awaiting display should be kept in an area that can meet the same security and environmental conditions outlined in this document.

There must be no smoking, eating or drinking in the area where objects are stored.

Display & Installation

MoDA objects will be lent framed and glazed where appropriate. The hanging system (mirror plates, etc) will be attached by MoDA.

MoDA requires that visible hanging attachments are not painted, altered, or removed by the borrowing venue.

Items may be displayed unglazed in a secure display case with sufficient support from a mount deemed suitable by MoDA's Conservator.

Display cases must be dust-proof and fitted with key operated locks and anti-bandit glazing to British Standard BS5544 (see

<http://www.collectionslink.org.uk/discover/security/517-glass-standards-for-use-in-museums-and-galleries>)

Case dressings including paints, adhesives and fabrics should be approved by MoDA in advance. Sufficient time must be allowed for off-gassing of painted surfaces in enclosures where objects are to be displayed (normally 2 weeks).

Objects should be installed by suitably trained/qualified personnel, with prior agreement from MoDA. Smoking must not be permitted at any time in the display area.

If the display area is to be used for functions this must be agreed with MoDA in advance.

Handling

Objects must only be handled by MoDA staff or authorised personnel unless in an emergency.

The Borrower must not treat, clean or repair the loaned items in any way except with specific written permission from MoDA's Curator or Conservator.

No label or other identifying mark will be removed from the object, or moved or obliterated.

No mark in pencil, ink, paint or any other material should be made on the objects. Neither should any adhesive material or labels, which damage the item in any way, be applied to the objects.

Access

Middlesex University Staff or other named persons by the Museum shall be given reasonable and free access to view the objects on loan. This will be arranged in consultation with the Borrower.

Photography and Reproduction

The loan item(s) must not be individually photographed, filmed, televised or reproduced without prior written consent from MoDA. There is no objection to general views of an exhibition taken for publicity purposes, or to the use of images in an exhibition catalogue or lecture.

All permitted photographs of the loan must be credited to '*Museum of Domestic Design & Architecture, Middlesex University*'. Similar acknowledgement must be made in any text labels, exhibition notices or catalogues that refer to the loaned items.

Anyone wishing to reproduce designs from MoDA's collections for commercial purposes should contact MoDA's Business Manager, Claire Isherwood (c.isherwood@mdx.ac.uk) .

The Borrower will supply two complementary copies of the exhibition catalogue to MoDA on the opening of the exhibition.

Right to Withdraw

MoDA retains the right to recall any objects on loan at any time, without being required to provide reasons for such actions.

SW August 2017

APPENDIX: Guidance on Potential Costs associated with preparation of Loans

We want to loan our objects, and we try to keep the costs associated with borrowing from our collections to a minimum. However there are some unavoidable costs that must be borne by the borrower and we are making them clear here.

Preliminary stages of object preparation

mounting/framing/packing needs of objects for loan:

If there is major conservation work required to make an object fit for exhibition this will generally be undertaken by MoDA's in house staff. We may charge for this if significantly more than 1 day of staff time is required. Any such charges would therefore generally start at £100.

MoDA uses museum conservation framers to frame items for loan. Charges start at around £400 per framed item (depending upon size, quantity, materials specifications).

MoDA's conservation department will mount loan objects for display in cases. The borrower may be charged for this service if it requires significantly over 1 day of staff time. Such charges would start at £100.

We will not charge you for any materials used in the preparation of MoDA's objects for loan if we have them in stock. The costs of materials we do not have in stock (including carriage and VAT costs) may be charged to the borrower following discussion.

Loan materials will be condition checked and packed by MoDA staff in-house at no cost to the borrower.

Costs for transport of loan materials:

MoDA's loan agreement stipulates the use of a mutually agreed art transport/handling company in combination with a suitably qualified member of museum staff as courier. The borrowing institution will be responsible for paying the transport company directly, and may be required to pay additional travel and subsistence costs for any accompanying MoDA staff member.

If it is agreed that a MoDA member of staff (usually the Conservator) will courier the item(s) by car: Charges are made @40p per mile, and £210.00 per day for trips that take up a whole working day. Reasonable subsistence charges would be made for overnight stays.

In the case of local couriering services (within a fifty mile radius of MoDA, for example) travel and courier costs may be waived.

We will discuss these costs with you as soon as we have a clear idea of which objects you wish to borrow. We require agreement from you on this before we are able to proceed further with discussions of the loan.