



Museum of Domestic
Design & Architecture

Loans Policy

4th Edition (Feb 2023)

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Review date: 2024

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 supporting the loan of items to other institutions for the purpose of public exhibition.

The procedure for requesting a loan of unique items from MoDA's collections is set out in this document along with the general Conditions of Loan. Wherever possible we will work together with prospective Borrowers to help implement loans from MoDA's collections.

MoDA is committed to upholding optimal standards of collections care and high standards of personal health and safety through its individual loan agreements. Clear communication and provision of all relevant information by the borrower in advance of agreeing a loan allows us to consider the most appropriate risk management strategies for both parties to the loan.

MoDA has committed to minimizing the carbon footprint of our loans by adopting sustainable procurement methods for housing, packing, couriering and transit arrangements and a reasoned approach to environmental control stipulations wherever possible.

This policy, therefore, has been written to balance collections care, access, and sustainability concerns. Loans will be agreed on a case-by-case basis, considering our own resources and those of the borrowing institution. We try to take all circumstances into consideration, including current risks associated with pandemic lockdowns, un/planned power outages and current regulations with regards to transportation outside of the UK.

2. Loan Requests

We expect that an informal discussion about the loan will generally precede the formal loan request.

Formal requests for MoDA materials should be submitted **nine 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 a 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 minimum duration of a loan is six months. Requests to borrow items for long 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 Collections Manager, Conservator and Head of Collections. Objects must be returned at the agreed date at the end of the period of loan.

If the borrowing institution requires a loan extension, a request should be sent to the Collections Manager two months before the end of the existing loan period outlining the extension length and reasons for extension and this will be considered by MoDA staff.

In the event of an emergency, such as local or national lockdown, we would expect to come to an agreement with you based on consideration for the safety of the loaned objects, and consideration for the safety of all staff.

Loan agreements will be prepared and signed digitally where possible. Other associated documentation may also be completed digitally where this is agreed by both parties, although hard copy paperwork can be supplied where this is more practical.

4.2 Expenses

The Borrower is responsible for all reasonable expenses associated with the insurance, packing, transport, installation and additional photography of the loaned items. We also expect the borrower to demonstrate best practice with regards to reducing the carbon footprint of the loan, and we are happy to participate in these discussions.

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 1](#) for an outline of these costs.

The Borrower must meet all reasonable expenses of a Transit and/or Installation Courier (when these are required) 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). See also paragraph 4.6.

The Borrower must ensure they have factored in all costs of installation, such as the employment of suitably qualified staff.

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

We are prepared to consider Virtual Installation and Couriering if appropriate, please see [paragraph 4.6](#)

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. Measures should be in place to safeguard borrowed collections in the event of a local or national lockdown.

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'). The Borrower should also provide evidence of the ability to extend insurance cover should local or national lockdowns be announced during the loan. 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.

We endeavour to procure sustainable materials/recycle materials to support, frame and wrap our loan items, and to recycle these materials responsibly at the end of their lifespan.

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. We are willing to consider transport solutions that minimize carbon emissions relating to exhibition loan processes such as co-ordinating loan transport and couriering arrangements with other loan institutions.

MoDA will seek to secure the least environmentally damaging mode of transport for loan materials wherever possible (for example, avoiding air freight when road or shipping can be considered practicable). Please see the Sustainable Shipping Campaign for details:

<https://galleryclimatecoalition.org/shipping>

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.

In the course of the recent pandemic, we developed a method statement to mitigate the risks of contamination during loan preparation (see [Appendix 2](#)). This ensures that we are prepared should a future pandemic/infectious disease situation occur, and in return we may request a method statement for collection and return of loans. Other method statements may be required.

4.6 Couriers

MoDA 's Conservator will Risk Assess necessary loan procedures (transport of materials, and installation at lending institution) and liaise with the borrowing institution to consider the best solution for the safe and sustainable staffing and management of the loan materials in transit and at installation/de-installation of exhibition.

4.6.1 Transit Couriers and Virtual Transit 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, the fragility of the objects, current health and safety regulations, and in light of any available remote systems that might be considered appropriate

In the case of touring or overseas exhibitions, a Transit Courier may be required to accompany objects between venues.

We are happy to consider Virtual Transit Couriering arrangements where appropriate for our materials, to secure the safety of staff and to reduce the overall carbon footprint of the loan. This might include an agreement to digitally record materials in transit rather than an expectation that they are physically accompanied by a member of staff.

4.6.2 Installation Couriers and Virtual Installation Couriers

Virtual Installation Courier arrangements will be considered on the condition that the borrowing institution is able to provide appropriately qualified members of staff to handle,

condition check and de/install materials at the loan venue; on the provision of adequate internet connection in the exhibition space; and on the availability of suitable portable devices for conducting the installation, including a backup contact method such as telephone. This may involve the engagement of a mutually agreed local Accredited Conservator to support condition checking / installation of vulnerable materials. The viability of this option will be considered for every loan as part of our efforts to reduce Co2 emission costs.

4.7 Condition Checking

Condition reports for each object will be prepared by MoDA's Conservator prior to collection. They will be available in digital format and/or as hard copy paper versions. These will be checked and agreed at three stages:

- 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. MoDA will endeavour to report any damages to the borrower on return and within 3 weeks of accepting materials back into the collections.

4.8 Environmental Conditions

The Borrower will maintain an agreed stable climate for the loan items during storage and display avoiding rapid fluctuations in temperature and relative humidity. MoDA will always work with the prospective borrower to find manageable solutions for exhibition climate control during the course of the loan, with reference to the current recommendations in BS EN 4971 2017 for the materials in question (Usually paper/textile based – see [4.8.2](#) & [4.8.3](#)) In some cases, a period of acclimatization of the collections at the loan venue may be required to make this possible.

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

4.8.1 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. UV free LED lighting is preferred.
- 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.

4.8.2 Relative Humidity

Relative humidity must be at a set point in the range of 35-60% with fluctuations no more than 5% within these limits in any 24-hour period. These conditions must be maintained for 95% of the time.

4.8.3 Temperature

Temperature should be at a set point in the range of 13-23°C with no more than 1°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 and/ or details of the capacity of any display cases to be used to provide an appropriate microclimate for MoDA's materials during the loan period. MoDA requires the Borrower to monitor the environmental conditions for the duration of the loan.

4.8.4 Storage

Objects stored awaiting display should be kept in an area that can meet the same security and environmental conditions outlined in the course of the specific loan agreement.

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

4.9 Display & Installation

The display requirements for loan items will be specified by MoDA's conservator in conjunction with the borrower's exhibition team and will form part of the loan agreement. MoDA objects will be lent framed and glazed where appropriate. The hanging system for frames (mirror plates, etc) will be attached by MoDA. Book stands or other supports will be specified as required.

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://collectionstrust.org.uk/resource/security-specification-for-glass-and-frames/>)

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.

4.10 Handling

The Borrower is not permitted to tamper with the loan materials, frames or mounts in any way except in emergency salvage situations, or with the permission of MoDA's 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.

4.11 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 and could be accommodated 'virtually' if appropriate.

4.12 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.

Anyone wishing to reproduce images of items from MoDA's collections to use in an exhibition catalogue or lecture, or for commercial use, should contact MoDA's Business Manager, Claire Isherwood (c.isherwood@mdx.ac.uk) .

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.

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

4.13 Right to Withdraw

MoDA reserves the right to withdraw objects from an agreed loan list, or to recall objects on loan at any time if in the reasonable opinion of the Museum the Borrower and/or the Borrowing Venue(s) have not complied with the Museum's Loan Conditions.

5. Managing a loan during a pandemic/infectious disease outbreak and extended closure

The coronavirus pandemic has made us aware of the need to prepare for similar scenarios in the future. While MoDA understands that not all risks can be mitigated, there are a number of considerations we should take into account when planning to loan to other institutions. Therefore, we would ask any institution making a loan request to respond to the following questions in order that we can develop strategies together:

- during the COVID-19 pandemic of 2020, were staff furloughed? What measures do you have in place should this occur in the future to mitigate the impact on loan management?
- During lockdown, have you been able to access all your work systems and monitor environmental conditions remotely?
- What impact did lockdown have on your environmental conditions (if you did not have remote access to monitoring this may be based on observations on your return to the building)?
- What measures were you able to put in place to stabilize the environment during lockdown? (e.g. turning off all lights, turning off environmental controls systems, removing food from site etc)

- Were any staff able to visit the site during periods when most staff were furloughed/working from home? Did a non-museum staff member visit? What training had they received, or have they since received, to prepare them for checking the museum? How regularly did visits occur?
 - Have you been able to review whether your emergency plan and emergency call out procedures would still work in the event of lockdown and/or a pandemic?
 - Do you have a specific procedure in the event of future lockdowns?
 - How would you maintain good communication with lenders in the event of future lockdowns?
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APPENDIX 1: 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 £200.

MoDA uses museum conservation framers to frame items for loan or may recycle existing frames in-house with the agreement of the borrower. Charges start at around £500 per newly commissioned frame (depending upon size, quantity, materials specifications). A small charge may be negotiated for labour to re-use existing frames.

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.

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 and handling company in combination with a suitably qualified courier/virtual courier arrangement. The borrowing institution will be responsible for paying the transport company directly and may be required to pay additional travel and subsistence costs for 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 @45p per mile. Reasonable subsistence charges would be made for overnight stays. Day rate charges may be made for couriating by MoDA staff.

In the case of local couriating services (within a fifty-mile radius of MoDA, for example) travel and MoDA staff 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.

APPENDIX 2 – MoDA COVID Method Statement for the packing and preparation of loans

No member of MoDA staff, or transit company staff will attend site or handle loan materials if they are experiencing COVID19 symptoms

Loan materials will be quarantined for 10 days following object preparation at MoDA, before final package wrapping commences.

MoDA staff will wear appropriate PPE equipment: face covering and disposable gloves while preparing and packing loan materials for transport.

Archival boxes containing loan materials will be wrapped in polythene coverings and wiped down with alcohol wipe prior to pick up and at each transit exchange point.

A map of MoDA's location and images indicating the access and parking situation will be sent to the transport company in advance of the arranged date of collection, as will contact details for the MoDA staff acting as on-site liaison.

Wrapped loan materials will be placed on study room table for removal by transit company staff who will enter study room directly via the external door, rather than through reception. This enables social distancing to be maintained throughout exchange and touching of external door handle only by courier staff. The external door holds open at its widest point, so a single transit staff member can carry out loan material box appropriately without breaching social distancing guidelines.

On arrival at site, transport company staff should call the MoDA staff site liaison to inform them of their arrival and allow preparation for entry and transfer of items.

Should the transport company staff require the use of toilet or hand-washing facilities, this should be indicated in the call on arrival on site. MoDA has two on site toilets, so one shall be reserved for external contractors on the day of collection. MoDA staff will direct the transport company staff to the main front entrance and indicate which toilet to use. The MoDA staff member will open the front door and stand outside the open door while the facilities are used, allowing the contractor to pass in and out without touching the door. From the outside, the MoDA staff member will then lock the front door and take the contractor through the door into the study room to collect the items.

All transit paperwork to be processed by couriers and MoDA staff wearing gloves and masks outside the building or by using study room table for required signing activities thereby maintaining social distance of 2m. MoDA staff will draw door closed from inside once exchange completed.