

**Appendix A – October 2019 Cabinet Meeting**  
**Museum Collection Policies**

**LICHFIELD DISTRICT COUNCIL MUSEUM COLLECTION –  
ACQUISITION POLICY**

**September 2019**

Approved by:	
Approval date:	
Author/owner:	<b>Martin Hasted/Lisa Clemson</b>
Review frequency:	<b>Every 5 years</b>
Next review date:	<b>July 2024</b>
Location:	<b>Frog Lane</b>



# Introduction

Lichfield District Council is in possession of a museum collection numbering roughly 900 objects and artworks. A significant amount of the material is related directly to the history of Lichfield. These objects either tell the story of Lichfield itself, or were collected and donated to the City by prominent individuals from Lichfield's past. Many of the other objects in the collection link into the wider history of Staffordshire and of Britain as a whole. A small amount of the collection is also currently on loan to other museums within Lichfield.

## 1. Purpose of policy

The purpose of this Policy is to enable Lichfield District Council to control the way and what objects it may acquire into its museum collection.

## 2. Scope of policy

The District Council recognises its responsibility in acquiring additions to its collections, to ensure that, to the best of its abilities, care of collections, documentation arrangements and use of collections will meet the official requirements of the museum industry's Accreditation Standards

## 3. How it relates to/underpins our strategic ambitions

The policy relates to the councils ambitions for a vibrant and prosperous economy, encouraging increased visitors, greater spend in the district.

## 4. Policy details

Lichfield District Council is in possession of a museum collection. The District Council shall administer to the collection with the following aims:

- To maintain the collection in order to protect and preserve the material and cultural heritage of Lichfield and the surrounding area.
- To act as custodians of the collection on behalf of the current and future residents of the local district.
- To make the collection as accessible as possible to all members of the local community. This will be accomplished by:
  - Actively seeking to place as much of the collection on display within Lichfield as is practicable.
  - Promoting active engagement with the collection by education and community groups.
  - Making the collection available via loan to local museums, with particular focus upon Lichfield Cathedral, Samuel Johnson Birthplace Museum, Erasmus Darwin House and the Staffordshire Regiment Museum.
  - Ensuring the collection remains available to view online.
  - Provide open information and access on all objects, whether held in storage, on display or on loan.
- To ensure the collection is effectively managed in line with the guidance on ethics, policy and legislation used by the museums sector, and to ensure that policy, status of loans and the condition of the collection are routinely monitored.

The museum collection passed into the direct care of Lichfield District Council following the permanent closure of Lichfield's Museum in 1988. The collection was largely assembled in the late 19<sup>th</sup> and early 20<sup>th</sup> century and relates mainly to the history of Lichfield and the surrounding area.

The Museum collection covers multiple time periods, and has been divided into the following sub-divisions:

- Coins and Medals
- Paintings and Prints
- Arms and Armour
- Sculpture
- Glassware
- Miscellaneous

Lichfield District Council's museum collection currently consists of roughly 900 objects. A small amount of this is currently on loan across Lichfield, whilst the vast majority is currently in storage within Lichfield District Council's Frog Lane offices.

#### **4.1 Limitations on Collecting:**

The District Council recognises its responsibility in acquiring additions to its collections, to ensure that, to the best of its abilities, care of collections, documentation arrangements and use of collections will meet the official requirements of the museum industry's Accreditation Standards.

The District Council does not have access to a dedicated museum in which to display its collection, and has limited access to adequate storage facilities. Whilst this remains the situation, the District Council recognises that it is not in a position to uphold the correct standards for object care.

Whilst the District Council continues to not have access to adequate storage, the collection will be considered to no longer be an acquiring one. The District Council will not actively seek to add new objects to its museum collection.

#### **4.2 Collection in Exceptional Circumstances:**

Despite not actively seeking to add new objects to its collection, the District Council recognises that on occasion objects will be offered or become available to the collection. Despite a preference away from acquisition, the District Council accepts that in exceptional circumstances a decision may be made to acquire the object. When this occurs, the following acquisition criteria will be applied:

##### Acquisition Criteria:

The Council may acquire, by gift, purchase, bequest, or loan an object:

- That relates to Lichfield District's history.
- That does not relate to Lichfield District's history, but that compliments, enhances, or celebrates the District.
- And where failure to collect the object will result in a loss to the District's culture and heritage.
- The added benefit of acquiring an item should be considered against any extra cost that maybe incurred by the council, if it were to accept an item.

##### Collecting Policies of Other Museums:

The District Council will take account of the collecting policies of other museums and other organisations before an object is acquired. It will consult with organisations which collect in the same, or related areas or subject fields as the object being considered for acquisition.

The District Council will operate under the assumption that accredited museums will be more suited than the Council to the acquisition of an object. The District Council will only acquire an object where it meets the Council's acquisition criteria, and where no museum or suitable organisation is able to acquire it.

Specific attention will be paid to the collection policies of museums within Lichfield, including:

- Samuel Johnson Birthplace Museum
- Erasmus Darwin House
- Staffordshire Regimental Museum

The District Council also recognises that other towns within Staffordshire have their own specialist museums, art galleries and art collections, which would likely be more suitable collectors of any object relating to the wider geographical area of the county.

#### Storage Limitations:

Storage for the existing collection is extremely limited and not suitable for many objects. There is limited space for the District Council to store any new acquisitions to the collection. The District Council will therefore not collect objects where resources are insufficient to ensure an appropriate level of care.

#### Condition:

The District Council will avoid acquiring any object which is in a very poor condition, or in need of immediate conservation work to prevent further deterioration. The District Council recognises that it is not able to offer remedial conservation, whilst preventive conservation is also limited.

The District Council accepts that in some exceptional circumstances, objects in a poor condition may be accepted into the collection where they are deemed to be particularly important to the history of the District.

#### **4.3 Acquisition Procedure:**

If, in the exceptional circumstances listed above, the District Council considers the acquisition of an object, the following procedure will apply:

: Objects should be acquired by means of gift, bequest or purchase by which ownership and transfer of title of the object(s) passes to the District Council. A document recording the object's entry into the District Council's museum collection should be completed, signed and dated by the donor and a representative from the District Council.

: The District Council will reserve the right to conserve, research, display, store and dispose of acquired objects as it sees fit within its relevant policies. This should be made clear to depositors or vendors.

: All object depositors should receive a formal letter of acknowledgement from the District Council, confirming transference of title from the depositor to the District Council.

: Objects should be entered into the District Council's museum collection inventory within four weeks of receipt. It is the responsibility of the officer responsible for the District Council's museum collection to ensure that each object is recorded with its own individual inventory number, object title, brief description, nature of acquisition and details of the source of acquisition, and the provenance of the object.

: The District Council will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object unless the Head of Service for Economic Growth is satisfied that the District Council can acquire a valid title to the item in question.

: In particular, the District Council will not acquire any object unless it is satisfied that the object has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

: In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003 the District Council will reject any objects that have been illicitly traded. The District Council will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

: The District Council will not acquire archaeological antiquities (including excavated ceramics) in any case where the responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

: In England, Northern Ireland and Wales the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996

: Any exceptions to the above clauses will only be made because the District Council is either:

- Acting as an externally approved repository of last resort for material of local origin; or
- Acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; or
- Acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
- In possession of reliable documentary evidence that the object was exported from its country of origin before 1970.

In these cases the District Council will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

: The District Council does not hold any human remains within its museum collection, and does not intend to acquire human remains.

#### **4.4. Spoliation:**

The District Council will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

#### **4.5 Policy Review Procedure:**

The Acquisition Policy will be reviewed at least once every five years. The date when the policy is next due for review is July 2024.

## **5. Related policies and procedures**

The Lichfield Museum Collection also has the following policies in place - Disposal Policy, Loans Out Policy and Loan out agreement form

ENDS

**LICHFIELD DISTRICT COUNCIL MUSEUM COLLECTION**  
**Disposal POLICY**  
**September 2019**

Approved by:	
Approval date:	
Author/owner:	<b>Martin Hasted/Lisa Clemson</b>
Review frequency:	<b>Every 5 years</b>
Next review date:	<b>July 2024</b>
Location:	<b>Frog Lane</b>

## Introduction

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## 6. Purpose of policy

The purpose of this Policy is to enable Lichfield District Council to control the way in which it may dispose of any objects in the collection and ensure it adheres to best practice.

## 7. Scope of policy

The Policy applies to the disposal of accessioned objects in the Council's museum collection from each of the following collection groups:

- a. Coins and Medallions
- b. Sculpture and Parian Ware
- c. Arms and Armour
- d. Miscellaneous
- e. Paintings, Maps and Drawings
- f. Glassware

Disposal is the permanent removal of an object in the museum collection from the ownership of the District Council by the process of gift, sale, exchange or planned destruction.

## 8. How it relates to/underpins our strategic ambitions

The policy relates to the councils ambitions for a vibrant and prosperous economy, encouraging increased visitors, greater spend in the district

## 9. Policy details

Disposal is the permanent removal of an object in the museum collection from the ownership of the District Council by the process of gift, sale, exchange or planned destruction.

### Disposal Body

- a. Any decision relating to disposal from the museum collection should be authorised by a disposals body. This body should consist of the officer responsible for the collection, an appropriate head of service and should receive the consent of the cabinet member. The disposals document will be required to be signed by the 3 members of the disposals body.
- b. The decision to dispose of any object from the museum collection should not be undertaken unilaterally by a single individual.

### Disposal preliminaries

- c. The disposal body will ensure that the disposal process is carried out openly and with transparency. The body shall ensure that documentation occurs at every stage of the disposal procedure.



- d. The museum collection has a long-term set of aims relating to the preservation of Lichfield's heritage. It holds much of the museum collection in trust for the District in relation to these aims. The District Council recognises that sound, justifiable and ethical reasons for disposal must be established before consideration is given to the disposal of any object from the museum collection.
- e. The District Council will confirm that it is the sole legal owner of an object and is legally free to dispose of an object. Previous agreements on disposal made with donors of objects will be taken into account and honoured.
- f. When disposal of a museum object is being considered, the District Council will establish if the object was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the object is disposed of by sale.

#### Motivation for disposal

- g. The District Council will not undertake the disposal of an object for the purpose of financial gain.
- h. The motivation for disposal should occur for sound curatorial reasons. Such as where the District Council feels that an object is not serving the purpose of the museum collection or where an object can no longer be adequately maintained by the Council.

#### The Disposal decision-making process

- i. The decision to dispose of an object from the museum collection will be taken by the disposal body only after full consideration of the reasons for disposal. A decision of disposal will be considered with regards to the aims of the collection and the Council's ability to adequately maintain the collection.
- j. The Council's disposal body will also consider additional factors including the condition of an object and conservation costs, public benefit of disposal against maintaining ownership of an object, the implications of a disposal on the collection's future, a consideration of the collections held by museums and other organisations collecting the same material or in related fields.
- k. The Council's disposal body will also consider external expert advice where necessary, as well as consulting relevant parties who would be affected by an object disposal such as donors, researchers, and the local community.

#### Means of Disposal

- l. An Object will be removed from the District Council's museum collection through the methods of gift, sale, approach to buy or in extreme cases destruction. The process of disposal through gift, sale or approach to buy are outlined in paragraphs m-q. The process of disposal through destruction is outlined below\*

#### Disposal by Gift, Sale or Approach to Buy

- m. Once a decision has been taken to remove an object from the collection, priority will be given to retaining the object within the public domain and within the local area. The object will therefore be offered in the first instance, by gift or sale, directly to Accredited Museums within the Lichfield area.
- n. Where no accredited museum in the Lichfield area wishes to acquire an object, this object will be offered, by gift or sale, to other accredited museums who may have an interest in acquiring the object (such as where a museum's acquisition policy encompasses the particular object).
- o. If the object is not acquired by any Accredited Museum to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the District Council's intention to dispose of the object, normally through an announcement on the Museums Association's website, and on other relevant platforms where appropriate.
- p. The announcement relating to gift or sale will indicate the number and nature of objects involved, and the basis on which the object will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the object to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

- q. If the council receives an approach to buy an item, this will be considered by the disposals body.
- r. Each item will be considered on an individual basis to determine the best option.

#### Disposal by Private Sale

Where all options to maintain an object within the public domain have been exhausted, the District Council will consider disposal through private sale. Before such a sale, the District Council will revisit its own position with regards to maintaining ownership of the object, to ensure that a sale into private hands is a last resort.

#### Use of Proceeds of Sale

The proceeds from the sale of an object will be applied in the first instance to the benefit of the remaining museum collection. This may include steps to improve the display, care or maintenance of the collection. Where the application of sale proceeds to the collection is not feasible, the District Council will look to use the proceeds to improve its heritage and cultural offering.

The District Council will ensure that the use of any proceeds of sale will be planned before the sale takes place. Where this is not the case, the proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the disposal policy.

#### Disposal by Destruction\*

In certain, extreme circumstances, the District Council may seek to dispose of an object from the museum collection through the process of destruction. This will occur only when:

- a. An object poses a serious conservation threat to other items in the collection and cannot be countered by treatment or isolation from other objects;
- b. Where an object creates a serious Health & Safety risk to staff, volunteers or the public which cannot be overcome in an acceptable way;
- c. Where an object has deteriorated or become broken beyond reasonable repair, and no part or sample has any identifiable use or viability;
- d. Where the District Council has had no interest shown by another organisation or interested individual after advertisement, and the object is unsaleable.

#### Documenting Disposal

Full records will be kept of all decisions on disposals and the objects involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM museum standards for Procedure on deaccession and disposal.

#### Policy Review Procedure:

The Disposal Policy will be reviewed at least once every five years. The date when the policy is next due for review is July 2024.

## 10. Related policies and procedures

The Lichfield Museum Collection also has the following policies in place - Acquisitions Policy, Loans Out Policy and Loan out agreement form

ENDS.

**LICHFIELD DISTRICT COUNCIL MUSEUM COLLECTION**  
**Loan out POLICY**  
**September 2019**

Approved by:	
Approval date:	
Author/owner:	<b>Martin Hasted/Lisa Clemson</b>
Review frequency:	<b>Every 5 years</b>
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### 11. Purpose of policy

The purpose of this Policy is to enable Lichfield District Council to be accountable for objects it lends and to control the process of lending to Borrowers. It therefore defines the permitted purposes, circumstances, authorisation levels and minimum documentation required for loans out. Throughout this Policy, "the Council" refers to Lichfield District Council, not to a Borrower who may also be a council or council run organisation.

### 12. Scope of policy

The Policy applies to the loan of accessioned objects in the Council's museum collection from each of the following collection groups:

- a. Coins and Medallions
- b. Sculpture and Parian Ware
- c. Arms and Armour
- d. Miscellaneous
- e. Paintings, Maps and Drawings
- f. Glassware

### 13. How it relates to/underpins our strategic ambitions

The policy relates to the councils ambitions for a vibrant and prosperous economy, encouraging increased visitors, greater spend in the district

### 14. Policy details

The Policy applies to the loan of accessioned objects in the Council's museum collection from each of the following collection groups:

- a. Coins and Medallions
- b. Sculpture and Parian Ware
- c. Arms and Armour
- d. Miscellaneous
- e. Paintings, Maps and Drawings
- f. Glassware

#### **REASONS FOR LENDING:**

- Objects will be considered for loan where a loan would be deemed to fulfil the strategic objectives of the council's museum collection.
- A loan will therefore be considered where it achieves one of the following aims:
  - "Make the collection as accessible as possible to all members of the local community"

- “Actively seeking to place as much of the collection on display within Lichfield as is practicable.”
- “Promoting active engagement with the collection by education and community groups.”
- “Making the collection available via loan to local museums, with particular focus upon Lichfield Cathedral, Samuel Johnson Birthplace Museum, Erasmus Darwin House and the Staffordshire Regiment Museum.”
- The decision to lend will be determined by the Council reviewing each loan request on its individual merits to ensure that it supports the Council’s strategic aims and also complies with the further conditions outlined in this policy. The Council must also determine if it has the resources available to accommodate the loan.

**AVAILABILITY:**

- The aim of the loans policy is to make objects available for loan to institutions within Lichfield and the immediate area. The policy is aimed at loaning to museums, galleries and public bodies, however other locations in Lichfield will be considered where they meet the collection’s strategic aims as well as satisfy the conditions laid out in this policy.
- Objects may also be loaned to public bodies, museums and institutions nationwide, where display of an object would suit the strategic aims of the collection.
- Objects considered for loan outside of the Lichfield region will concern (although not exclusively limited to) those objects in the collection which are considered to have no connection or relationship to Lichfield and the surrounding region.
- Objects will not be loaned to private individuals or companies unless in exceptional circumstances.

**EXCLUSION:**

- The loan of an object may be refused for a number of reasons, they include but are not limited to the following:
  - An object may be considered too fragile for loan, whereby movement would cause unacceptable risk of damage.
  - Where an object will not be placed on display or made accessible to the public by the Borrower.
  - The Borrower’s proposed use of the object is considered inappropriate by the Council.
  - The Borrower is unable to satisfactorily fulfil the environmental controls or security conditions required by the Council.
  - The Borrower is unable to satisfactorily provide evidence of acceptable insurance or indemnification of the loan.
- Certain objects within the collection are considered as being not available for loan, regardless of the Borrower satisfying all loan requirements. Reasons for considering objects as unavailable for loan include the following reasons:
  - The object is not owned by the Council, or where the Council is not the sole owner of the object.
  - The object has not been formally accessioned into the Council’s collection.
  - The object is considered to be too fragile or delicate for transportation or display.
  - The object is considered to be subject to ethical or other exceptional circumstances which would limit the appropriateness of its loaning or display.

**LENGTH OF LOANS:**

- All loans out will be for a fixed period with the possibility of renewal.
  - The minimum loan length will be for a period of 3 months. However particular circumstances may allow for a loan of a shorter period where Council resources are available to accommodate this.
  - The maximum loan length will be for a period of 5 years, with the possibility of a loan renewal at the end of this period.
  - Prior to the end date of a long-term loan out, the Museum will write to the Borrower advising if the object can be renewed for a further fixed period or must be returned.
  - In the case of loans for temporary exhibition, the loan period will be the period of the exhibition plus whatever time is reasonably required for transport, preparation, installation, de-installation, packing and return transport. The length of this period will be agreed in advance of the loan.

### **TERMINATION OF LOAN:**

- Lichfield District Council reserves the right to recall any loan item at any time in the event of some compelling and/or unforeseen circumstance. In this event, 3 months written notice will be given unless this would place a loan object at excessive risk.
- The Council also reserves the right to terminate a loan if the conditions of loan are not being met. In this event, 2 months written notice will be given, unless this would place a loan object at excessive risk. If an object is in excessive risk, the Council reserves the right to remove it immediately.

### **INSURANCE:**

- The Borrower must arrange at their expense, all risks insurance cover for items acquired, including transportation, for the whole of the loan period.
- The Council reserves the right to inspect insurance documentation for confirmation of compliance.
  - Provision of adequate insurance documents will be a provision of the Council's acceptance or refusal of a loan.

### **TRANSPORT AND PACKAGING:**

- The Borrower will provide their own transport, both collecting and returning, unless explicitly agreed otherwise by the Council.
  - The Council reserves the right to withhold a loan if they consider the transport to be unsuitable.
- The borrower must ensure that the driver of the recipient's transport has a letter of introduction, or some other form of identification, at the time of collection.
- The Council will package all items before dispatch.
- The Council would expect all items to be similarly packaged on return journeys at the end of the loan period.
  - The council reserves the right to inspect the packaging of returns, before they are dispatched from the borrower back to Lichfield District Council.
- The unpacking and installation and repackaging must be carried out by an experienced member of staff at either destination.

### **MONITORING:**

- During the length of a loan, the Council will require an annual condition report, to be completed either by a Council employee or a member of staff of the borrowing institution.
- During the loan the Council will also require annual confirmation that acceptable environmental conditions are being maintained by the borrowing institution.
- The Council will require confirmation of the loaned object's location during the length of the loan. Any intention of the Borrower to permanently remove the object from display will need communicating to the Council.

### **CARE:**

- The Borrower must take adequate security arrangements to ensure the safe keeping of all objects acquired throughout the loan period and during transit.
  - The Council will refuse the loan of an object if it considers that adequate security arrangements have not been made.
- All loans out will be condition-checked prior to packing and transport at the Council's premises by an experienced person from the museum field, who will be bought in as and when required.
- All loans out will be condition-checked on arrival at the Borrower's premises, upon exit at the end of the loan period and at appropriate intervals during the loan period.
  - Records of condition checks will be stored by the Council and kept on the loan file. Condition reports will include photography and a written report, a copy of which will be submitted to the Borrower.
- Loss of, or damage to any loaned object must be reported immediately to Lichfield District Council. No attempt should be made to effect repairs to broken or damaged objects without the written permission of the Council.

- In the event of such negligence the Borrower is responsible for the cost of repair or any reduction in the value of the object.

#### **RIGHTS AND DISPLAY:**

- The Council retains photographic rights on all items within the collection.
- Loan objects must not be individually photographed, filmed, televised or reproduced, without prior consent of the Council although there is no objection to general views of an exhibition being taken for press and publicity purposes. All permitted photographs of the loan object must be credited "Lichfield District Council".
- All loaned objects on display by a Borrower must be labelled with an acknowledgement that the object is on loan from Lichfield District Council.
- Under no circumstance may the Borrower loan or transfer any object acquired from the Council's collection to a third party.

#### **AUTHORISATION:**

- Authorisation of loans will require a written application for the loan of an object to be received from the Borrower at least 3 months before the expected loan start date. Shorter periods may be accepted where the Council's resources can accommodate this.
- Loans of objects with a value beneath £10,000 may be authorised by the officer or individual responsible for administering the Council's collection.
- Loans of objects with a value above £10,000 will require the permission of an appropriate head of service.

## 15. Related policies and procedures

The Lichfield Museum Collection also has the following policies in place - Disposal Policy and Acquisitions Policy. The Loan out agreement form can be found in appendix 1 below and is available as a separate document.

ENDS

**Appendix 1 – please see below.**

Appendix 1

## LICHFIELD DISTRICT COUNCIL MUSEUM COLLECTION – LOAN OUT AGREEMENT FORM

<b>ACQUIRING ORGANISATION:</b>		
<b>Name of Organisation</b>		
<b>Address</b>		
<b>Contact Name and Position</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>LOAN DETAILS:</b>		
<b>Length of Loan</b>	<b>Start Date:</b>	
	<b>End Date:</b>	
<p><i>This loan may be renewed subject to a satisfactory review prior to the loan end date. Lichfield District Council will contact the Borrower three months prior to the loan end date to arrange a review, or to arrange return of the object(s).</i></p>		
<b>Purpose of Loan</b>		
<b>OBJECT(S) LOANED:</b>		
<b>Accession Number</b>	<b>Object(s) Name</b>	
<p><i>Conditions of loan for the object(s) detailed above are enclosed overleaf. The authorised signatories below undertake to ensure that staff and agents contracted by their institutions understand and adhere to these conditions.</i></p>		



## Conditions of Loan

*The Borrower is the institution named on page one of the accompanying Loan out Agreement. "The Council" refers to Lichfield District Council. Loans out will only proceed where the Borrower is prepared to accept the Council's Terms and Conditions, as outlined in the following paragraphs.*

1. All loans out will be for a fixed period with the possibility of renewal. The initial loan period will be between three months and five years. The loan may be renewed subject to satisfactory review prior to the loan end date. The Council will contact the Borrower three months prior to the end date to arrange a review, or to arrange return of the object(s).
2. Prior arrangements must be made to confirm the time and date of collection of object(s).
3. Lichfield District Council reserves the right to recall any loan object(s) at any time, and will only do so in the event of some compelling and/or unforeseen circumstance. In this event, 3 months written notice will be given unless this would place a loan object at excessive risk.
4. Lichfield District Council also reserves the right to recall any loan object(s) at any time, if the conditions of loan are not being met. In this event, 2 months written notice will be given, unless this would place a loan object at excessive risk. If an object is in excessive risk, Lichfield District Council reserves the right to remove it immediately.
5. The Borrower will provide reasonable access to loan object(s) to staff or agents of the Council, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
6. Insurance - The recipient must arrange at their expense, all risk insurance cover for loaned objects, including transportation, for the whole of the loan period. Lichfield District Council reserves the right to inspect insurance documentation for confirmation of compliance.
7. Cost - Unless a specific agreement has been made, the Borrower will bare all direct costs of borrowing including: cost of transport, photography, conservation, display preparation (material costs), insurance of the loaned object(s).
8. Transport – Unless a specific agreement has been made, the Borrower will provide their own transport, both collecting and returning. Lichfield District Council reserves the right to withhold a loan if they consider the transport to be unsuitable.
9. The Borrower must ensure that the driver of the Borrower's transport has a letter of introduction, or some other form of identification, at the time of collection.
10. Packaging, installation and return - Unless a specific agreement has been made, the Council will package all objects before dispatch. The Council would expect all objects to be similarly packaged on return journeys at the end of the loan period. The Council reserves the right to inspect the packaging of returns, before they are dispatched from the Borrower back to Lichfield District Council. The unpacking, installation and repackaging must be carried out by an experienced member of staff at either destination.
11. Security - The recipient must take adequate security arrangements to ensure the safe keeping of all objects acquired throughout the loan period and during transit. Lichfield District Council reserves the right to refuse or terminate the loan of an object if, in the opinion of the Council, adequate security arrangements have not been made.
12. Care - Condition reports for the object(s) on loan will be completed before and after transport to and from the loan venue by Lichfield District Council. For artefacts on long-term loan, condition reports will also take place annually and be conducted by Lichfield District Council or a suitable member of the borrowing institution's staff. Condition reports will include photography and a written report, a copy of which will be submitted to the Borrower.
13. Loss of, or damage to any loaned object(s) must be reported immediately to Lichfield District Council. No attempt should be made to effect repairs to broken or damaged object(s) without the written permission of the Council.
14. In the event of such negligence the Borrower is responsible for the cost of repair or any reduction in the value of the object(s).
15. All loan objects are borrowed in their current condition. If the Borrower requires the condition of objects to be improved, they will agree to undertake any restoration or conservation at their own expense. Any works would need to be approved in writing by Lichfield District Council, and should be carried out by a recognised practitioner. As the

owner of the object(s) Lichfield District Council retains any increased value in the object(s) post conservation or restoration. No value will remain with the Borrower.

16.Display - All loaned objects on display must be appropriately labelled with an acknowledgment that the object(s) is on loan from Lichfield District Council.

17.Under no circumstance may the Borrower loan any object(s) on loan from Lichfield District Council's Museum Collection to a third party.

18.Copyright - Lichfield District Council retains photographic rights on all object(s) within its Museum Collection. Loan object(s) must not be individually photographed, filmed, televised or reproduced, without prior consent of Lichfield District Council although there is no objection to general views of an exhibition being taken for press and publicity purposes. All permitted photographs of the loan object(s) must be credited "Lichfield District Council".

19.Lichfield District Council reserves the right to monitor throughout the period of the loan: The loan object(s) condition annually; the environmental and display condition annually; Insurance and indemnity policies on or before the renewal date.

<b>Additional Conditions:</b>

*Lichfield District Council hereby declares that it is the Sole Owner of the Object(s) listed in this Agreement and hereby agrees to lend the Object(s) to the above named Borrower for the stated period. The Borrower has read the Terms and Conditions attached to this Agreement and agrees to be bound by them. Lichfield District Council agrees to honour these conditions.*

<b>Signed on Behalf of Lichfield District Council</b>		<b>Signed on Behalf of the Borrower</b>	
<b>Signed</b>		<b>Signed</b>	
<b>Name</b>		<b>Name</b>	
<b>Date</b>		<b>Date</b>	
<b>Position</b>		<b>Position</b>	

Ends