

**Title:** External Exhibition  
**Loan Policy**

**No:** SLSA-Policy No. 7

**Status:** Version 4

**Date:** 10 August 2010



### 1. Purpose

To establish a policy for the loan of State Library of South Australia (SLSA) collection items for external exhibitions.

### 2. Scope

This document is relevant to all SLSA staff and potential requestors.

### 3. Context

SLSA has developed rich and unique collections in response to both cultural and information needs. Some of these are designated as heritage collections, forming part of Australia's national documentary heritage, while the scope and depth of other collections can support research on both contemporary and past developments within subject categories.

Because of the unique and irreplaceable nature of many items in the SLSA collections, in particular those held in the heritage collections, and because of the public trust in which its collections are held, permission to borrow items for exhibition from SLSA is offered subject to the following considerations.

The Libraries Board of South Australia (LBSA) is a statutory authority responsible for library policy and administration of SLSA and the public library network and as such, the Loan Agreement is a binding document between LBSA and the requesting body. For the sake of clarity in this document, the conditions of loan will refer to either SLSA or specific staff positions.

### 3. Policy

Each item in a loan request is assessed individually. Loan requests will be evaluated on the following:

1. Cultural sensitivities and conditions of acquisition by SLSA.
2. Condition and value, both monetary and intrinsic, of the item requested and whether it is replaceable in the event of loss.
3. Exhibition history and schedule of the item e.g. item has been exhibited for an extended period in recent times, or reserved for exhibit under prior agreement.
4. SLSA operational priorities e.g. item is required for SLSA projects including **SA Memory**.
5. Type of institution and proposed program for the loan.

The duration of the loan will be determined by preservation principles relating to the physical nature of the material involved, and its condition, as well as the environment in which it will be exhibited.

SLSA will normally only lend to recognised institutions with:

- An established exhibitions program.
- Facilities that meet specified environmental and security requirements and with appropriately qualified staff.

Requests for loans must be made in writing to the Director, SLSA at least six months in advance of the anticipated shipping date.

A loan request with less than six month's notice will be considered only at the Director's discretion. The request will undergo a review to determine whether the length of notice given is adequate for scheduling and completing the request, and late fees will be incurred.

The written request will include the following information:

- Title and dates of the exhibition.
- Inclusive dates of the proposed loan.
- Name(s) and affiliation of exhibition curator(s).
- Detailed information about the item(s) to be borrowed:  
Full citation and call number for printed materials; collection name and the item's unique number for archival and manuscript materials.
- Indication of plans for a published catalogue and/or Web version of the exhibition.
- Indication of any photography or scanning needs.
- An exhibition facility report including temperature, humidity, lux and UV levels.
- The intended hours of opening each week, from which kilolux hours can be calculated.
- Statement of willingness to conform to the conditions of loan set by SLSA.

The Loan Agreement, with signature indicating consent to the conditions of the loan, must be on file with SLSA prior to shipment.

SLSA outsources assessments, treatments and travel arrangements to Artlab Australia as required. In such cases Artlab invoices the requestor directly.

### Indicative charges

Cost recovery is sought by SLSA for items lent for exhibition as detailed below:

Component	Cost
Exhibition Assessment Report by Artlab	Artlab fee
Conservation treatment (if required)	Artlab fee
Loan preparation, including Travel Condition Report (if required)	Artlab fee
Liaison with Artlab and preparation of item for travel by SLSA	\$37.00 per hour
Valuation of item by an Approved Valuer	\$110.00 per hour
*Insurance based on SAICORP Fine Arts Policy – incl. transit insurance	TBA
Administration and management of loan agreement by SLSA	\$50.00 per hour
Transportation to and from venue	TBA
Return Condition Report (if required)	Artlab fee

\*SAICORP insurance cost per item is based on the requirement to have authorised valuations and the following:

- A percentage of the value of the item for loan (four categories).
- Whether static or travelling exhibition/use.
- Which country it is being lent to.

Minimum insurance premium within Australia: \$50.00

Minimum insurance premium outside Australia: \$75.00

An item is lent to an institution that meets the conditions of SLSA's Loan Agreement as follows:

1. The requestor agrees to pay for the cost of the Exhibition Assessment Report, Travel Condition Report and Return Condition Report and other associated conservation costs outlined in above table. If the Return Condition Report shows any deterioration in the condition of the item, the borrowing institution shall be liable for the cost of repair of the item to its pre loan condition.
2. In the event of any deterioration or damage to the item occurring in the course of the exhibition or transportation, the requestor shall notify the Manager, Preservation and any repairs shall be effected by a professional conservator nominated by the Manager at the expense of the requestor. On return of the item, a Return Condition Report will be carried out as in (1) and if any deterioration or damage is found to have occurred, the same conditions will apply. In the event of loss or irreparable damage, SLSA is entitled to financial reimbursement for the insured value of the item. The insurance value forms part of the information in Schedule 1 of the Loan Agreement.

3. The requestor shall be responsible for all costs of exhibition of the item including transportation to and installation at the exhibition site, return transportation of the item, valuations for the purposes of insurance and for insurance, including door to door transport. The requestor will meet all expenses associated with publicity.
4. The requestor shall give full credit to SLSA in all publicity related to the exhibition; including all exhibit related published materials and any promotional broadcasts featuring SLSA materials.
5. The requestor will provide SLSA with at least two complimentary copies of all published materials relating to the exhibition.
6. The requestor must seek permission to exhibit from the artist and/or the relevant community. SLSA requires written evidence of permission granted.
7. The requestor is responsible for securing the appropriate permissions before reproducing any lent item. Where SLSA is the copyright holder, the borrower must seek written permission to copy from SLSA.
8. The requestor must agree to not undertake any repairs of items without prior consent of the Manager, Preservation and agree not to remove loan items from any mounts provided.

#### **4. Responsibilities**

The Director, or delegate (viz. Manager, Access & Information Services; Associate Director) , approves any loan application.

The Coordinator, Content Services is responsible for:

- Liaising with the requestor.
- Preparing the Loan Agreement for approval.
- Ensuring that the conditions of this policy and the Loan Agreement are met.
- Ensuring that a Certificate of Loan and a Certificate of Receipt are issued at the time of loan and receipt.

The Manager, Preservation is responsible for:

- Ensuring advice is provided on conservation and preservation standards that must be met.
- Ensuring that unique items are digitised or photographed prior to being lent.
- Liaising with Artlab Australia to ensure that items are safely packed and transported to the requestor and returned to SLSA.
- Notifying the Coordinator, Content Services that items are leaving the premises so that a Certificate of Loan can be issued.
- Notifying the Coordinator, Content Services when items are returned so a Certificate of Receipt can be issued.

The Content Services team and Archival Processing team are responsible for the retrieval and reshelving of items requested for exhibition.

The Manager, Collection Development is responsible for providing valuation information.

The Manager, Collection Processing is responsible for:

- Ensuring resource descriptions for exhibition loan items are created prior to any reformatting and conservation.
- Ensuring that resource descriptions are amended prior to leaving the premises to show that items are on loan, and updated on the items' return.

#### **5. Review**

The Manager, Preservation will review this policy **July 2012**.

## 6. References

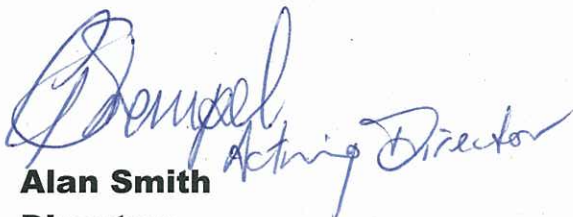
State Library of South Australia Loan Agreement

Certificate of Loan

Certificate of Receipt

Artlab recommended procedure for outgoing loans for SLSA, May 2007

Exhibition Workflows

A handwritten signature in blue ink, appearing to read 'Alan Smith', is written over the printed name and title. The signature is fluid and cursive.

**Alan Smith**

**Director**