

# Loans Procedure

## A. Introduction

The University of Cambridge Museum of Archaeology and Anthropology (hereafter referred to as MAA) welcomes applications to borrow items from its collections. Loans are made for the following reasons:

- to make MAA's collections more widely accessible;
- to further research, knowledge, and understanding of MAA's collections;
- to maintain and extend MAA's curatorial and research partnerships with universities, museums and cultural institutions, within the UK and internationally.

Formal approval by MAA's Governing Body, the Museum Committee of the Faculty of Human, Social and Political Sciences is required for all loans outside of the University of Cambridge, at least twelve months in advance.

Institutions wishing to request a loan are advised to read the following guidelines in advance of making a request, and to ensure any subsequent loan application is submitted well in advance of the notice period required. The Museum Committee meets three times a year, typically in February, May and November. This period of notice is necessary to allow sufficient time for the request to be fully considered, any necessary conservation treatment and preparation to be carried out, as well to accommodate MAA's other commitments. Loan requests for all venues of an exhibition should ideally be made at one time.

## B. Preliminary Enquiries

Initial expressions of interest should be addressed to [loan.requests@maa.cam.ac.uk](mailto:loan.requests@maa.cam.ac.uk)

A response will typically be received from the relevant Collections Manager, who will provide guidance as well as MAA's standard Conditions of Loan and the Loan Application Form, completion of which is necessary to proceed with a loan application.

For large requests, it is imperative that prospective borrowers contact the Museum to discuss the proposed loan well in advance of the required notice period. MAA staff may be able to suggest alternatives if objects are considered unsuitable for loan. Basic details of MAA's collection are available to search online; further details can be obtained from the relevant Collections Manager.

## C. Submitting a Request

The completed Loan Application Form should be received by the Museum at least one month before the relevant Museum Committee meeting (ie. mid-January, mid-April and mid-October). Applications for loans should be addressed to the Director and must include:

1. A completed Loan Application Form, detailing:
  - a. the name and address of the borrowing institution
  - b. the name, contact details and position of the senior staff member responsible for the loan
  - c. the purpose of the loan
  - d. the location(s), title and dates of the exhibition, gallery or research project if applicable
  - e. the complete list of requested items, with accession numbers
2. A full Facilities Report outlining the environmental conditions, case specifications, fire precautions and security arrangements at the loan venue(s). For domestic loans, the UK Registrars Group (UKRG) Facilities Report, with the Security Supplement and Display Supplement, may be used.
3. The application should formally be made by the Museum Director (or Chief Executive Officer) of the recognised body applying for the loan.

## D. Evaluation Process

The appropriate Curators, Collections Managers and Conservators will review all loan requests and make a recommendation to the Museum Committee. Key considerations include:

1. Object(s) availability. Please note that objects on display may not be available for loan.
2. Object(s) suitability for travel, display and analysis.
3. Administrative and conservation work required, in the context of MAA's existing commitments.

Prospective borrowers should receive a response within a month of the relevant Museum Committee meeting. MAA cannot guarantee that all loans will be agreed, or approved in their entirety.

## E. Loans Processing

Once a loan has been agreed, MAA will provide:

1. An Outward Object Loan Agreement (legal contract) in duplicate, to be signed and returned to MAA.
2. Estimated loan costs (see below).
3. Details of specific environmental or security arrangements.
4. Details on mount requirements.
5. Information regarding existing publication quality photographs of objects, if required.
6. Insurance valuations for each object.

## F. Loan Costs

All costs incurred by MAA in connection with the loan must be borne by the Borrower. These may include, but are not limited to:

### *Loan Processing and Preparation*

- Staff time to process and administer the loan, including undertaking necessary conservation, condition reporting, photography and mount making, typically charged at £40 per hour. A higher rate may be necessary if this work is outsourced.
- Materials needed to create mounts or undertake conservation.
- Crating and packing materials and/or packing by a nominated agent.

### *Transportation*

- Transportation of the object(s) to and from the borrowing institution.
- Transport agent's costs for transport, permits, customs' formalities, etc., where applicable.
- Travel costs for one or more couriers in both directions, normally in business class, who must be MAA staff. If required, suitable accommodation for the courier(s) during both installation and de-installation.
- For each case hand-carried on an aircraft, a seat must normally be booked for the case in addition to the courier.
- Expenses of the courier while away from MAA at an agreed *per diem* rate.

### *Insurance & Permits*

- Insurance covering all objects during the whole period of absence from MAA, whether arranged by the Borrower or MAA.
- The Borrower will be responsible for costs associated with valuation, research and species identification resulting from the need to conform to international regulations.

### *Studio Photography*

- Photographs of items required for publication or publicity should be requested at least three months in advance of the loan. Costs of photography and scanning will be met by the borrower.