Tasglann nan Eilean

Archive

Tasglann nan Eilean Loans Policy

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Comhairle nan Eilean Siar

1. Scope
This Policy relates to the management of requests for:

- loans of original archive material belonging to Tasglann nan Eilean (TnE), the archive service of Comhairle nan Eilean Siar
- loans of printed resources held in Tasglann nan Eilean's library, where such resources are rare and not easily obtainable elsewhere by applicants

2. Background
The purpose of Tasglann nan Eilean is to identify, collect and preserve the records of the Comhairle and its predecessor bodies which need to be retained permanently for legal or historical reasons, as well as the archives of organisations, businesses, estates or individuals connected to the Outer Hebrides which have been gifted or deposited, and to make these accessible to the widest extent possible for research, education or enjoyment.

Tasglann nan Eilean manages the historical records which have been entrusted to its care to professional standards, to ensure they are preserved for future generations.

3. Principles
3.1 Items from the archive or library collections may be loaned out for display, for a finite period, in pursuit of the following objectives:

- to further awareness and knowledge of the history of the Outer Hebrides as illustrated by our collections
- to make our collections more widely accessible
- to promote the archive and the benefit of its services

3.2 Requests from institutions which can fully meet the loan conditions, and whose aims and objectives are not contrary to those of the archive service, will be considered.

3.3 The loan conditions, and the way in which requests are managed, are intended to protect unique and irreplaceable archive material, and minimise all risks to it, while it is out of Taglann nan Eilean's direct control.

3.4 Loan requests will **not** be approved if:

- Items requested are likely to be damaged by, or are unsuitable for, transport or display
- Items require conservation and there is insufficient resource to arrange and/ or undertake the treatment necessary
- Items are required for another purpose during the proposed loan period
- The items requested do not belong to Tasglann nan Eilean
- The borrower is unable to fully meet the conditions stipulated in the loan agreement

3.5 Tasglann nan Eilean may withdraw item(s) from loan at any time at the expense of the borrowing institution if any of the arrangements concerning the loan prove to be unsatisfactory .

4. Process
4.1 Tasglann nan Eilean will consider loan requests from archive institutions and other organisations for the purposes of display.
4.2 A minimum of six months notice will normally be required and all loan requests should be submitted in writing.
4.3 Tasglann nan Eilean will assess the condition of the items requested before agreeing to the loan.
4.4 If an item requires conservation treatment in order to go out on loan, the costs will normally be met by the borrower.
4.5 All arrangements will be confirmed in writing and the agreement detailing loan conditions signed by both Tasglann nan Eilean and the borrower before the loan commences.
4.6 Tasglann nan Eilean will maintain a record of all loans, including details of the borrower, the venue, the loan period and the purpose of the loan.

4.7 If the items being loaned are to feature in a touring exhibition, each venue must be assessed by, and confirmed as acceptable to, Tasglann nan Eilean in advance of the tour.

5. Loan Conditions

5.1 Security

- The premises in which the loan items are to be stored or exhibited must in all respects be safe, secure and satisfactory, and adequate safeguards provided against the risk of loss or damage from any cause at all times during the loan period. Wherever possible, a representative of TnE will visit the premises to see that these conditions will be provided. If this is impractical, details of security arrangements shall be supplied by the borrowing institution.
- Any particular special protective measures that TnE may require shall be specified in the loan agreement and must be adhered to by the borrowing institution.

5.2 Insurance

- All loans must be covered by either an adequate commercial insurance or a government indemnity. The insurance value will be determined by TnE, and agreed in writing between TnE and the borrower before the loan commences.
- The borrowing institution is responsible for arranging and paying for insurance, and will be required to provide proof of cover prior to the loan item(s) leaving TnE's premises.
- The insurance policy should cover all risks to the loan item(s) during removal, absence from, and return to TnE.
- Where the services of a professional valuer are required this cost shall be met by the borrower.
- In the case of loans to institutions located outside the UK, TnE will make insurance arrangements in the UK at the expense of the borrower.

5.3 Condition Checks

- A condition report will be completed by TnE in respect of each item loaned prior to the items leaving TnE's premises. The items will be condition checked on arrival at the borrowing institution by TnE stafff or nominated representative, and a member of staff from the borrowing institution. The condition reports must then be signed by both parties.
- Items will be further condition checked at the end of the loan period after deinstallation, and again on return to TnE.

5.4 Transport

- The method and conditions of transport to and from the borrowing institution must be approved in advance, in writing, by TnE.
- Any deviation from the agreed transport arrangements may result in the loan being withheld.
- All costs relating to packing and transport shall be met by the borrowing institution.
- Items must be packaged appropriately in line with recommended professional standards to reduce the risk of damage in transit.
- It is the responsibility of the borrower to ensure that all relevant licences and permits are obtained before material is transported overseas, and to provide evidence of this to TnE for approval prior to the start of the loan.
- The most direct routes and means of conveyance of the item(s) should be used.

5.5 Care

- Loan items shall be unpacked and installed only on exhibition premises.
- All unpacking, installation, handling and re-packing shall be carried out only by TnE staff or an approved representative, whose travel and subsistence expenses shall be met by the borrowing institution.
- All items loaned for the purpose of exhibition must be exhibited in secure, locked and sealed cases.
- The case design, specifications and materials, and methods of mounting or support, shall be approved by TnE before the loan commences.

- After installation, the loan items must not be handled or removed from the display cases for any purpose, except by TnE staff or an approved representative, unless such handling or removal is essential for the safety of the item(s) in an emergency.
- All items forming a loan shall be included in the exhibition specified in the loan agreement. If an item is not required for any reason it must be returned immediately to TnE by an approved transport method at the expense of the borrowing institution.
- Loan items must be handled appropriately and stored securely in accordance with any instructions specified by TnE at all times during the period of the loan.
- It is the responsibility of the borrowing institution to ensure that all relevant loan conditions are brought to the attention of, and implemented by, those directly handling or installing the loan items.
- The borrowing institution shall ensure that the environmental conditions specified in the loan agreement (including temperature, relative humidity and light levels) are maintained throughout the loan period. If these conditions cannot be maintained for any reason, the borrowing institution must notify TnE immediately.
- TnE reserves the right to request environmental data before approving a loan and to accept or reject a loan request on the basis of this information.
- The exhibition area shall be invigilated when open to the public, and adequately secured.
- Public access to the loan item(s) will only be permitted in accordance with guidelines specified in the loan agreement.
- Items borrowed from TnE must not be loaned to, or accessed by, third parties without the prior written permission of TnE.
- No smoking, eating or drinking is permitted in any area where the item(s) is / are housed or displayed.
- TnE's representatives shall be allowed access to the borrowing institution's premises at any reasonable time to inspect loan items.
- The borrowing institution must inform TnE at the earliest possible opportunity of any building works or alterations that will be undertaken during the period of the loan that may affect the area where the loan item(s) is / are stored or displayed.
- TnE may withdraw the item(s) from loan if, for example, arrangements for transport, customs examination, security or exhibition prove to be unsatisfactory. The costs incurred in the return of the item(s) (including the travel and subsistence expenses of TnE's representative) shall be paid by the borrowing institution as if the loan had terminated normally.

5.6 Emergency and Damage

- The loan item(s) must not be moved without the prior permission of TnE except in the circumstances of an emergency. In such circumstances the borrower is empowered to remove the loan(s) from the exhibition to a place of safe keeping. In the case of an emergency or damage arising to loan item(s) TnE must be informed immediately.
- The borrowing institution should have a comprehensive emergency plan in place and have undertaken a risk assessment prior to the commencement of the loan.
- No conservation measure of any description may be carried out without the prior written permission of TnE. Any agreed work undertaken by the borrowing institution or by an approved third party on their behalf shall be fully documented and the cost met by the borrowing institution.
- TnE reserves the right to visit the borrowing institution to inspect damage or approved repairs to any of its items. The costs for such visits shall be met by the borrowing institution.

5.7 Reproduction, Acknowledgement and Publicity

- Loan items must not be photographed or otherwise reproduced without the prior written permission of TnE.
- Acknowledgements/ credits using a form of words agreed by TnE should be made in all relevant display and promotional materials.
- Two copies of any exhibition catalogue featuring the loan item(s) should be supplied to TnE.

6. Policy Review

This policy will be reviewed every 5 years, or earlier if required in response to relevant changes.