

CRAFTS STUDY CENTRE

UNIVERSITY FOR THE CREATIVE ARTS FALKNER ROAD FARNHAM SURREY GU9 7DS
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Loans Policy 2004-2009

Method of agreement

All loans in and loans out are subject to the approval of the Crafts Study Centre (CSC) board of trustees, which meets bi-annually, in May and December each year.

LOANS OUT

Stages and processes for approving loans

- The information required to support a loan application from the CSC in advance of a formal application, should be made available to the borrower (appendix 1)
- Formal application in writing is required
- Any specific requirements regarding especially security, environmental and display conditions is framed in accordance with the UK Registrars Group Facilities Report and MDA SPECTRUM standards (appendix 5)
- Requirements regarding packing, transportation and couriers in accordance with the Government Indemnity Scheme guidelines for transport (appendix 6)
- The CSC may require its couriers to write a report to the UKRG Courier Guidelines (appendix 7)
- The CSC will prepare exhibition checklists for borrowers (appendix 8)
- Once the loan is agreed, the CSC will send an official letter contract/letter
- The above letter will set out the borrower's and lender's responsibilities, likely costs and who will pay for them
- The decision of the CSC trustees is final

Criteria on which applications are judged

- For loans to a museums, provisional and registered status with MLA is required
- Evidence of security levels offered by borrowing institutions, depending on item(s) borrowed
- Evidence of suitable environmental conditions offered by borrowing institutions depending on item(s) borrowed

Time taken to process a loan and deadline for application

- On receipt of a formal application for a loan, the CSC will endeavour to respond within one week to acknowledge and application and to confirm the date of the relevant trustees meeting where the decision to agree the loan is made, or another formal arrangement
- All applicants will be informed of the trustees' decision within one week, in writing

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Documentation

All documentation procedures are in accordance with the minimum standards set out in SPECTRUM the Museum Documentation Standard (MDA) (appendix 2). These will include all paperwork and checklists relating to condition checks and reports, installation, maintenance, movement control, valuation, photographic rights and packing requirements

Touring exhibitions

The CSC outlines details of this in its document 'Loans for Touring Exhibitions' (appendix 9)

Information

The CSC loans policy and contact details will be published on CSC website and in related printed material and points, giving contacts for the administration of each loan.

Contacts name and numbers

Professor Simon Olding, Director, Crafts Study Centre

Telephone: 01252 892953

Email: solding@ucreative.ac.cuk

Jean Vacher, Collections Manager, Crafts Study Centre

Telephone: 01252 891452

Email: jvacher@ucreative.ac.uk

LOANS IN

Indemnity Management

The CSC is judged by the MLA to be operating according to Government Indemnity Scheme (GIS) standards

Installation and maintenance

Times regarding acceptance of delivery of an exhibition, exhibition space for setting up will be agreed on a case by case basis with each lending body

Documentation

All documentation procedures will be followed in accordance with the lending institution's procedures, installation and maintenance checklists.

These will include all paperwork and checklists relating to condition checks and reports, installation, maintenance, movement control, valuation and photographic rights

Evaluation and monitoring

The CSC will review the working of its loans policy in 2008