**NATURAL HISTORY SOCIETY OF NORTHUMBRIA ARCHIVE LOANS POLICY**

The Natural History Society of Northumbria (NHSN) is a UK Charity whose charitable objectives include the encouragement by every means of the study of natural history in all its branches. Making items from the archive collection available for display through loans is part of NHSN’s commitment to public engagement.

Making items from the collection available for display through loans supports the charitable objectives of NHSN and the Trustees of the Natural History Society of Northumbria agree loans under powers conferred through our Loans Policy.

'The Natural History Society of Northumbria (NHSN) may lend for public exhibition (whether in the United Kingdom or elsewhere) any object in the collections of the NHSN Archive: provided that in deciding whether or not to lend any such object, and in determining the time for which, and the conditions subject to which, any such object is to be lent, NHSN shall have regard to the interests of other researchers visiting the Archive, to the physical condition and degree of rarity of the object in question, and to any risks to which it is likely to be exposed.'

NHSN currently lends its collections in the following way:

* Temporary Loans for Exhibition

All loans agreed by the Trustees of NHSN are subject to the terms of a legal contract.

### HOW TO REQUEST A TEMPORARY LOAN

Prospective borrowers will need to submit a formal request to borrow and demonstrate that they can meet certain conditions throughout the course of the loan.

### Information to include

Your request will need to outline the following:

* details of the item(s) requested for loan, including NHSN accession number
* the exhibition title, venue and dates for display
* a brief summary of the exhibition and the rationale for the inclusion of the item(s) and how it (they) will be displayed.
* name and contact details of the person(s) responsible for exhibition planning at the venue

It would also be helpful if you could provide at this stage:

* details of how the requested item(s) will be insured or indemnified
* comments on whether the exhibition will be charged for
* UKRG Facility Report, Security and Display Case supplements

<https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_facilities_report.pdf>

### Preparing your request

Prior to submitting a formal request, prospective borrowers are encouraged to carry out preliminary research on the material they might wish to borrow. If you are unsure which items you would like to borrow for your exhibition please email the NHSN office at NHSN@ncl.ac.uk who will put you in touch with the relevant curatorial officer.

NHSN welcomes informal discussions with its curatorial staff a minimum of 12 months before the intended exhibition opening.

### Submitting your request

NHSN requires a formal loan request to be submitted a minimum of 9 months ahead of the exhibition opening date. Loan requests should be made through a formal letter/e-mail addressed to the Director:

NHSN Director

The Natural History Society of Northumbria

Great North Museum: Hancock

Barras Bridge

Newcastle upon Tyne

NE2 4PT

Requests should be posted to the address above or emailed to: **nhsn.director@ncl.ac.uk**

 All requests will be acknowledged on receipt.

### How we approve loans

NHSN will assess the request, considering:

* whether the request was submitted with sufficient time to prepare the item(s); this is a minimum of 9 months before the exhibition opens
* the fitness of the item(s) for transport and display
* the availability of the item(s), acknowledging any prior commitments
* the suitability of the borrowing institution
* resources required to facilitate the loan
* the degree of risk involved in the loan and what interventions can be made to resolve these to NHSN’s satisfaction
* the status of the exhibition to which the item would be lent, how significant the item is to the exhibition and the purpose of the exhibition

Individual items of exceptional scientific value will be referred to the Trustees of NHSN.

NHSN will notify prospective borrowers of the decision within 6-10 weeks after the receipt of the request. If the request is approved in principle it is conditional on the borrower meeting NHSN’s conditions of loan. NHSN will endeavour to facilitate the loan requests it receives but reserves the right to refuse a request following assessment of the above considerations.

### Security and facilities documentation

Prospective borrowers will be asked to provide essential information on the intended venue in a standard facilities report, preferably the UK Registrar’s Group format, along with Security and Display case supplements, 6 months prior to the Exhibition opening date.

The UKRG templates can be downloaded below: <https://www.ukregistrarsgroup.org/resources/ukrg-docs/>

1. [**Security (DOC 347kB)**](https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_security_supplement.pdf)
2. [**Facilities (DOC 256kB)**](https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_facilities_report.pdf)
3. [**Display case (DOC 209kB)**](https://www.ukregistrarsgroup.org/wp-content/uploads/2015/12/UKRG_display_case_supplement.pdf)

Prospective borrowers may also be required to provide 3 months’ environmental data from the proposed display space. This should preferably be for the time frames being requested.

NHSN reserves the right to withdraw approval for a loan if specific security, display or other concerns cannot be addressed.

### Costs

The borrower will be expected to cover all direct costs associated with the loan, including but not limited to:

* transportation and courier costs
* crating and packing materials
* mounting and framing
* condition reporting and photography
* insurance or cover through a national indemnity scheme

NHSN may make additional service charges for loans to venues other than UK museums, galleries and national institutions.

### Cancellation of loans

NHSN reserves the right to charge the borrower for any conservation or other costs which may have been incurred should the loan be cancelled by the Borrower. Cancellations must be made in writing to the NHSN Director.

### Insurance and Indemnity

Borrowers will be required to provide proof of ‘nail to nail’ insurance or indemnity cover for the item(s) in English before the item(s) are transported to the borrower. As a guide, the following approaches to insurance or indemnity are acceptable to NHSN:

* Government Indemnity for UK Loans
* Government Indemnities from Foreign Governments
* Commercial Insurance

Please contact the NHSN office if you have any queries, and more information on Indemnity can be found on [**the DCMS Government webpage**.](https://www.gov.uk/guidance/government-indemnity-scheme)