

# Borrowing from Canterbury Cathedral - a guide

## 1. Preliminary Enquiries

Applicants should always make preliminary enquiries to the **Collections Manager** before submitting a formal request for a loan.

The Collections Manager  
Canterbury Cathedral  
Cathedral House  
11 The Precincts  
Canterbury  
CT1 2EH  
E-mail: [sarah.turner@canterbury-cathedral.org](mailto:sarah.turner@canterbury-cathedral.org)  
Tel: 01227 862797

## 2. Formal Request

The formal request should then be made by completing the **Loan Application Form**, with a **covering letter**, which states a case for the loan of any items. These should be sent to:

The Receiver General  
Canterbury Cathedral  
Cathedral House  
11 The Precincts  
Canterbury  
CT1 2EH

The Cathedral will also ask for information about the borrowing venue's access, security, storage, display, environment, handling etc. Applicants for loans should complete a UK Registrars Group Standard Facilities Report, a UK Registrars Group Standard Security Questionnaire and in some cases a UK Registrars Group Standard Display Case Questionnaire.

## 3. Official Acknowledgement of Request

Applicants for loans will be sent an official acknowledgement of the request from the Receiver General's Office.

## 4. Decision

In normal circumstances, the applicant of loans should be informed of the outcome of an application within **four months**.

This may take longer, depending on the nature of the items being requested.

The Collections Manager will write to the applicant, either confirming agreement in principle to lend the items, or outlining why the application has been refused.

## 5. Completion of Loan Agreement

The Collections Manager will prepare the **loan agreement** setting out the responsibilities and obligations of the Borrower.

Two copies of the loan agreement sent to the borrower.

One completed copy of the Loan agreement should be returned to the Collections Manager.

## 6. Contacts throughout the Loans Process

### Your main contact is:

The Collections Manager  
Canterbury Cathedral  
Cathedral House  
11 The Precincts  
Canterbury  
CT1 2EH

E-mail: [sarah.turner@canterbury-cathedral.org](mailto:sarah.turner@canterbury-cathedral.org)  
Tel: +44 (0)1227 862797

### Your PR contact is:

The Public Relations Manager  
Canterbury Cathedral  
Cathedral House  
The Precincts  
Canterbury  
Kent CT1 2EH

E-mail: [jane.walker@canterbury-cathedral.org](mailto:jane.walker@canterbury-cathedral.org)  
Tel: +44 (0)1227 862743