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
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
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
Tel: +44 (0)1227 862743