LOANS POLICY
2015-2018

This Loans Policy will be published and reviewed on a three (3) year cycle by the Collections Management Group.

Name of organisation: Canterbury Cathedral

Name of governing body: Chapter of Canterbury

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A. LOANS POLICY

1. WHO WE ARE

1.1 The Chapter of Canterbury (Chapter or Canterbury Cathedral) is the custodian of a very wide range of collections, reflecting the Cathedral’s long history and complementing the built heritage. These include the written collections of the Archives and Library (including manuscripts, prints and drawings, and rare books), vestments, silver, stained glass and carved stone and other historic religious and secular artefacts.

2. WHY WE LEND

2.1 Canterbury Cathedral welcomes applications for loans from its collections, as a means of exploiting the learning potential of its collections, and of making them available to a wider audience.

3. WHO CAN BORROW

3.1 Canterbury Cathedral will lend to public museums, galleries, libraries and archives; educational institutions or others with whom we have a partnership agreement; public and charitable bodies, including community organisations; and commercial organisations for appropriate purposes. Finally, if there is demonstrable public benefit in doing so, we may consider lending to any venue that provides public access and is able to meet our conditions.

4. WHAT WE LEND

4.1 Canterbury Cathedral will consider carefully applications for loans from our collections, unless there are legal, ethical, preservation or practical reasons for preventing us from doing so and taking into account any risks to which items may be exposed through packing and transportation, and any consequence of the items not being available here at Canterbury.

4.2 All loans from Canterbury Cathedral's collections are subject to our loan conditions, which are outlined below, and are issued to Borrowers upon receipt of a loan request.
5. PERIOD OF LOAN

5.1 Canterbury Cathedral makes two types of loans, short- and long-term. Short-term loans are usually to temporary exhibitions for a period of three to six months. Long-term loans are made to new or existing permanent displays for three or five years. This is the maximum period of loan with the option to renew thereafter, subject to a review.

5.2 Light sensitive or vulnerable objects may only be available for shorter periods.

6. PERIOD OF NOTICE

6.1 Formal applications should be made at least nine months before the loan is required. A notice period of more than nine months may be required for particular categories of material. Loan applications are considered by Chapter, then by the Fabric Advisory Committee of Canterbury Cathedral, and then, if necessary, by the Cathedrals Fabric Commission for England. Supplementary information can be requested during the approval process.

7. PRELIMINARY ENQUIRIES

7.1 Chapter welcomes early discussions and is happy to advise about the selection and availability of objects for loan. These should be carried out with the relevant department via the Collections Manager.

8. FORMAL REQUEST

8.1 After preliminary discussions, a formal request should 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 of Canterbury Cathedral. In order for the Cathedral to obtain information about the borrowing venue’s access, security, storage, display, environment, handling etc., the Borrower will be asked to complete, as standard, the following:

- UK Registrars Group Standard Facilities Report
- UK Registrars Group Standard Security Questionnaire

8.2 The Borrower may be asked in addition to complete the following:
• UK Registrars Group Standard Display Case Questionnaire

8.3 All loan requests will be acknowledged on receipt of a formal request.

8.4 The Borrower should let the Collections Manager know of any proposed changes in the loan details immediately.

9. APPROVAL OF LOANS

9.1 All loan requests are considered on their own merit by the Cathedral’s collections departments (through the Collections Management Group) and conservators (through the Conservation Forum). If agreed in principle, they are then put forward for formal approval by Chapter which meets monthly. Some loans require additional approval from the Cathedral’s Fabric Advisory Committee (FAC) and the national Cathedrals Fabric Commission for England (CFCE).

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

9.3 This procedure also applies to extensions and renewals of existing loans.

9.4 Canterbury Cathedral’s loans are administered by the Collections Manager, who will guide the Borrower through the process and is their single point of contact: they negotiate environmental and security conditions, display requirements, the loan agreement and insurance, and transport and courier requirements. We emphasise managing the physical risk to the object at each stage of the loans process. The Cathedral reserves the right to withdraw approval for a loan if specific security, display or other concerns cannot be addressed.

9.5 Changes of the proposed venue, or changes to the items requested, will not usually be considered after formal approval has been granted.
10. WHY A LOAN MIGHT BE REFUSED

10.1 Canterbury Cathedral strives to share its collections wherever possible. There may be occasions however when loans may be refused. We will explain the reasons behind our decision, which might include:

- Prior commitment for the objects/a clash of dates with other projects
- Inadequate justification for a particular object to be lent/a compelling case for the loan has not been made by the Borrower
- The object is fragile, in a poor or unstable condition, unsuitable to travel, made of hazardous material or has recently returned from loan
- Removing an object from display would have a significant impact
- Specified display, environmental and security requirements cannot be met
- Short notice of the loan request
- Due diligence and legal issues may prevent the loan
- Pressure on Cathedral resources/ Facilitating the loan is not cost effective for the Cathedral

11. THE LOAN AGREEMENT

11.1 Once the venue and object assessments have been completed and all the arrangements have been agreed, the Collections Manager will prepare a formal Loan Agreement setting out the responsibilities and obligations of the Borrower. The Loan Agreement must be signed by both parties and returned to the Collections Manager prior to the despatch of the loans.

11.2 When lending to touring exhibitions, a separate signed Loan Agreement and UK Registrars Group facilities, security and display case reports shall be required from each Borrowing Venue.
B. GENERAL LOAN CONDITIONS

The general conditions of loan are listed below. These may be supplemented by special conditions in certain circumstances.

Canterbury Cathedral lends the work(s) listed on the loan agreement.

The loans may be used for the purpose and the duration mentioned in the loan agreement only. The loans are to be returned to Canterbury Cathedral at the end of the exhibition without delay and special request.

The Borrower is not entitled to lend the work(s) to third parties.

Canterbury Cathedral and the Borrower undertake to treat with confidentiality any contracts made with each other or with any Third Party relating to the Loan Agreement.

(A) INSURANCE

A.1 The Borrower is responsible for the insurance or indemnification of all loaned items at a value specified by Canterbury Cathedral on a full "All Risks and Nail to Nail" basis.

This cover may be arranged either:

i. By Canterbury Cathedral, with the cost of the premium being borne in full by the Borrower. The insurance certificate or a signed copy shall be presented to the Borrower in advance to initiation of transport procedures.

ii. The loan(s) to be insured by the Borrower, via the Borrower's own insurance company. The insurance certificate or a signed copy, shall be presented to Canterbury Cathedral by the Borrower in advance of initiation of transport procedures.

iii. Through the United Kingdom Government Indemnity Scheme (UKGIS), in which case the Borrower will be responsible for arranging cover on a full "All Risks and Nail to Nail" basis. The Certificate of Indemnity, naming Canterbury Cathedral as the beneficiary, shall be presented to Canterbury Cathedral by the Borrower in advance to initiation of transport procedures.
iv. Where applicable through the foreign state indemnity programmes subject to the agreement of Canterbury Cathedral.

v. Loan items will not be released from Canterbury Cathedral until the insurance has been approved and if applicable a Certificate of Insurance received.

vi. Canterbury Cathedral recognises that the borrower is under no liability for the loss of, or damage to, the object arising or flowing from:
   • war, hostilities or war-like operations, but excluding acts of terrorism, riot, civil commotion, piracy and hijacking
   • the negligence or other wrongful act of the owner, his servants or agents
   • the condition (including inherent vice or a pre-existing flaw) of the object at the time of its loan
   • restoration or conservation work undertaken to the object by the borrower, his servants or agents with the agreement of the owner
   • a third party claiming to be entitled to the object

vii. Any liability which the borrower may incur to Canterbury Cathedral arising out of the loan of the object shall not exceed the specified value.

(B) COMBATING ILLICIT TRADE IN CULTURAL PROPERTY

B.1 In accordance with current UK Department for Culture Media & Sport guidelines, Canterbury Cathedral requires the Borrower by this agreement to confirm that no items in exhibitions or displays in which Cathedral items are included, are known or suspected to have been stolen, illegally imported or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

(C) COSTS

C.1 Canterbury Cathedral will cover the costs of administering the loan application. No other expense in connection with the loan shall be
borne by Canterbury Cathedral. The Borrower must bear all costs of this (these) loan(s).

C.2 The Borrower will be invoiced, shortly after the objects have left Canterbury Cathedral for the costs, which could include, but are not restricted to, the following:

- Preparation of condition and conservation assessment and report
- Conservation (time and materials), including external conservation work, if outsourcing is needed
- External valuations, if needed
- Display preparations (time and materials), e.g. mounting and framing of prints, display supports, book cradles, mannequins
- Packing and transit preparation (time and materials)
- Security/record and catalogue photography of the objects
- Insurance
- Transport costs, export licence fees and any customs or agents fees
- All couriering costs, including travel fares, accommodation and subsistence
- Bespoke packing cases (which are normally constructed to a specification provided by the Cathedral)

C.3 These costs will have been agreed between Canterbury Cathedral and the Borrower before the approval of the loan.

(D) DISPLAY

D.1 The items on loan should not be displayed or kept at any other location apart from that/those specified on the Agreement Form.

D.2 Methods of display, display materials and mounts must be agreed in advance. The Borrower may be asked to complete a UK Registrars Group Standard Display Case Questionnaire in advance of the agreement of the loan and case materials, mounts, plinths and mannequins may be assessed by Canterbury Cathedral conservators; evidence of test results (e.g. the Oddy test) may be needed for some materials.

D.3 If an object is to be displayed in a case, the case must be secure and lockable. It must also be stable, ensuring the object is protected from vibration and knocks, for example by being secured to the floor. All
joins and doors must be dust-proof and the case air tight. All materials used to make the case must be completely inert, preferably metal and glass.

D.4 Case lights should be housed in a separate compartment to the object with a UV absorbent barrier between the objects and the lights. Any glass used in the case must be a minimum of 7.5mm thick laminated glass. If the object is of high monetary or rarity value and/or very portable, the case must be made of laminated glass of at least 11.5mm thickness.

D.5 Information will be requested on other objects within display cases in which Cathedral items are to be exhibited.

D.6 Except in the case of emergencies, cases containing the items on loan should not be opened during the course of the exhibition. If a case has to be opened the Collections Manager must be informed immediately.

D.7 In some instances Canterbury Cathedral will request that objects loaned from its collections are added to the Borrowers priority salvage list.

D.8 When borrowing a book, the Borrower must indicate how they would like it displayed e.g. horizontally or at an angle. A specific page opening should be indicated or, if possible, a selection of openings from which Canterbury Cathedral will choose according to the condition of the book.

D.9 Objects approved for open display should be placed at least a metre behind barriers, except otherwise agreed with Canterbury Cathedral.

D.10 The Borrower must abide by Annex F of the National Indemnity Scheme.

(E) ENVIRONMENT

E.1 Loaned items shall not be exposed to fluctuations in temperature or humidity. They must not be placed near radiators or any other heating or air-conditioning device. The following ranges will be considered acceptable:

Temperature and humidity:
• Temperature should be at a fixed point between 18-22°C
• Humidity at a fixed point between 40-60%.

**Visible Light Levels:**

• Highly sensitive: 50 lux maximum
  Works of art on paper
  Photographs
  Textiles
  Organic materials
  Paper/parchment

• Sensitive: 50-250 lux maximum
  Furniture
  Paintings on panel
  Paintings in oils: 200 Lux maximum

Unless otherwise stated, other items: 250 Lux maximum

**UV Light levels:**

• 75 μWatts per Lumen maximum

E.2 Loaned items must not be exposed to direct sunlight or unfiltered fluorescent light.

E.3 Specific light levels for each loan object will also be provided in the Loan Agreement.

E.4 No flash photography should be permitted in the exhibition area where loaned items from Canterbury Cathedral are displayed.

**F. CARE**

F.1 The Borrower shall secure constant and adequate protection of the loan(s). The objects should be maintained in the condition in which they were received and the Borrower should exercise the same care for the objects as for their own property.

F.2 The Borrower may not make any changes to the condition of the property on loan (restoration, cleaning, conservation or other work) without written consent from Canterbury Cathedral.

F.3 Canterbury Cathedral shall prepare a condition report which is to accompany the object. In any instances of theft, damage or changes
in the condition of the loan(s) during transit or while on exhibition, or if there is any occurrence of pest activity within the display environment, Canterbury Cathedral’s Collections Manager or Head of Conservation must be informed immediately by telephone and/or e-mail and subsequently in writing. No repairs shall be undertaken in any circumstances until the loaned item has been examined by an officer of Canterbury Cathedral or its nominee, and permission has been given to proceed by the Cathedral. The repairs shall be undertaken by conservators approved by the Collections Manager and the Head of Conservation. The cost of examination and repairs shall be borne by the Borrower.

F.4 The Borrower shall give reasonable access to Canterbury Cathedral staff and/or other named representatives to the loan objects at any time during the loan period, provided reasonable notice is given.

F.5 Objects must only be handled by Canterbury Cathedral staff or by personnel authorised by the Cathedral, except in an emergency.

F.6 The Cathedral may determine special handling instructions for sensitive materials.

(G) INSTALLATION/DE-INSTALLATION

G.1 Canterbury Cathedral’s courier must have the opportunity to supervise the installation of the loan(s). Likewise, at the end of the exhibition period, the courier must have the opportunity to supervise the de-installation, condition checking and packing of the loan(s).

G.2 On arrival at the venue the Borrower will be asked to sign a receipt for the loan. If the objects are not to be installed immediately upon arrival, they should remain packed and be placed into secure environmentally controlled storage to acclimatise overnight. The objects should not be unpacked or moved without the Canterbury Cathedral courier being present.

G.3 At the point of installation, the Borrower will, with the Canterbury Cathedral courier, check the condition of each object against a Conditions Report provided by the Cathedral. Objects must be installed by Canterbury Cathedral staff or by experienced technical staff authorised by the Cathedral. If a courier is present, installation should only take place under his/her supervision. Since display cases
must not be opened after installation, labels should be prepared in advance. Installation may not take place while areas of the exhibition are under construction. Seventy-two hours must be allowed to pass before installation after any painting, varnishing, or gluing of the exhibition area (e.g. walls, case exteriors) has taken place to ensure that objects are not affected by hazardous fumes.

(H) TRANSPORT, COURIERS AND CUSTOMS

H.1 Standards should meet UK Government Indemnity standards of care, annex E.

H.2 The transport of the loan(s) to and from the final destination is to proceed at the cost and liability of the Borrower.

H.3 Transport will normally be arranged by the Borrower with an agent or fine art shipper approved by Canterbury Cathedral.

H.4 Borrowers should arrange collection as late as possible before the loan is required, and to return all items immediately after a loan is terminated.

H.5 Objects will be packed by Canterbury Cathedral staff unless otherwise agreed in advance and if a packing case is required to transport the object, the agent should construct the case to Canterbury Cathedral’s specification and deliver the case direct to the Cathedral for packing.

H.6 All vehicles used for the transport of works must be fitted with:

- Air-ride suspension systems
- Tail lifts
- Enclosed, lockable and alarmed cargo areas separate from driver accommodation
- Means of both monitoring and controlling the temperature and humidity within the cargo area at a level specified by Canterbury Cathedral
- Suitable tying-off points for securing works

H.7 A minimum of two people must travel on any road journey to ensure that the vehicle is not left unattended at any time. Adequate security arrangements should be agreed with Canterbury Cathedral particularly if overnight stops are necessary.
H.8 Canterbury Cathedral reserves the option of having a member(s) of its staff accompany loaned items to oversee handling at all stages, including packing, installation and de-installation, and condition reporting immediately after delivery and before return.

H.9 In this event the Borrower will be required to bear the full cost of this arrangement including travel, accommodation and subsistence costs.

H.10 For international loans the Borrower will provide business class tickets for couriers travelling with loan items, or in both directions when flights longer than 8 hours are necessary.

H.11 The Borrower is responsible for all customs formalities.

**I. SAFETY, SECURITY**

I.1 Standards of care for the loan of any object should meet UK Government Indemnity standards of care, Annex D.

I.2 The Borrower must give information about security and fire precautions at its venue to the satisfaction of Canterbury Cathedral. The Borrower will be asked to complete UK Registrars Group Standard Security Questionnaire.

I.3 Venues must be fitted with fire detection/prevention and intruder alarm systems which are either connected to a local police station or monitored 24 hours a day.

I.4 Canterbury Cathedral may require other special protective measures in specific circumstances, for example, display case alarms.

**J. PHOTOGRAPHY, REPRODUCTIONS AND PUBLICITY**

J.1 All enquiries relating to the hire and use of images of loaned items should be sent to the Collections Manager.

J.2 Photographs of the loan objects must be requested from Canterbury Cathedral. Unless agreed by Canterbury Cathedral, the loan objects must not be photographed, nor may any close-ups or details be photographed.

J.3 Canterbury Cathedral must be given free use of any sanctioned images taken by the Borrower and any research carried out, text or
interpretation produced electronically about the loans items, for its own use.

J.4 Canterbury Cathedral reserves the right to charge a supply fee for images of loan objects to cover administration costs. If new photography of loan objects is required, the Cathedral will charge new photography fees.

J.5 The Borrower should indicate the uses for which the images are required. Canterbury Cathedral will supply digital images at the following cost:

- Non-commercial use: supply fee
- All other uses, including any exhibition catalogue, merchandising, digital and audio visual formats: subject to a permissions fee.

J.6 Borrowers are advised to inform Canterbury Cathedral of their intention to produce a catalogue so that object photography is planned well in advance of despatch.

J.7 Two (2) copies of any catalogue (hardback if available), and where available an electronic copy, or any publication produced by or on behalf of the Borrower in connection with the exhibition, shall be sent, free of charge to the Canterbury Cathedral Collections Manager/Cathedral Library.

J.8 On no account should images of loaned works or the Canterbury Cathedral logo be used for reproduction/photographed (including for publicity, videotaping or Internet use) without the express written permission of Canterbury Cathedral.

J.9 The Borrower will be responsible for obtaining any necessary third-party permissions or consents.

J.10 The Borrower should inform Canterbury Cathedral’s Collections Manager and PR/Communications Department of any event or publicity associated with the loan of a Canterbury Cathedral object/item.

J.11 The Borrower should ensure that Canterbury Cathedral receives a minimum of three (3) invitations to opening events and ensure that
the Cathedral’s Public Relations Manager receives an invitation to press previews.

J.12 The Borrower should also advise the Collections Manager of attendance figures for the exhibition and evidence of national and regional press, media and publicity.

J.13 The Borrower should supply the Collections Manager with photographs of the items in situ/on display.

(K) ACKNOWLEDGEMENTS

K.1 Loans shall be acknowledged to the Chapter of Canterbury, Canterbury Cathedral on labels and in any exhibition publication as follows:

K.2 The credit line should read: ‘Lent by the Chapter of Canterbury, Canterbury Cathedral’

K.3 The credit line on all images should read: ‘Reproduced courtesy of the Chapter of Canterbury, Canterbury Cathedral’.

(L) WITHDRAWAL, TERMINATION

L.1 Canterbury Cathedral reserves the right to refuse to lend objects, to withdraw loans from an agreed loan list, or to recall objects on loan in exceptional circumstances at any time without being required to provide reasons for such actions. Costs incurred by Canterbury Cathedral in preparation of the loan up to the point of termination must be covered in full by the Borrower.

L.2 Upon the occurrence of an event of default the Borrower is in breach of any of the terms all rights of the Borrower under this agreement will immediately cease and terminate. The Borrower shall immediately move the loan(s) to a location specified by Canterbury Cathedral. Canterbury Cathedral may recover from the Borrower all reasonable costs, including legal fees and expenses.
(M) CONTACT INFORMATION

Queries should be addressed to:

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

E-mail: sarah-turner@canterbury-cathedral.org
Tel: 01227 862797

Formal applications should be addressed to:

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

Press and publicity contact:

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

Tel: +44 (0)1227 862743
Mobile: +44 (0)7867 312920
E-mail: jane.walker@canterbury-cathedral.org

Emergency out-of-hours contact:

In the case of emergency, please phone Canterbury Cathedral Security (24-hour):
01227-865237