

Conditions of Loan

The 'Museums' referred to below are York Castle Museum, Yorkshire Museum and York Art Gallery.

General

1. If the loan is approved, *York Museums Trust Loan Request* and *Exit* forms must be completed.
2. Any costs incurred as a result of a loan may be passed on to the borrower; these costs may cover conservation, packaging, transport, staff time and expenses.
3. The Museums must be acknowledged wherever and whenever objects are displayed, published, transmitted or otherwise made use of or referred to. The acknowledgement must include the words *York Museums Trust* followed by the name of the appropriate museum in brackets, e.g. *York Museums Trust (York Castle Museum)* and any further wording specified by the Museums.

Insurance

4. Objects must be insured or indemnified at valuations determined by the Museums and covered against all risks at all times including during transit. The borrower must supply evidence of insurance or indemnity cover before loans will be released.

Removal and Transport

5. Transport arrangements must be approved by the Museums in advance. Should the remover not be the borrower, the Museums must be notified in advance and full details of the remover supplied. Other than in the case of an authorised remover, objects must not pass into the custody of a third party without prior agreement with the Museums.
6. The Museums may require representatives to accompany objects on part or all of any necessary journeys and to oversee their installation and de-installation.
7. Objects must not be taken to any address other than that agreed with the borrower without prior agreement with the Museums.
8. Objects must be examined on receipt and the Museums immediately informed of any discrepancy in the number or condition as described in loan agreements or condition reports.

Environmental Requirements, Object Care and Security

9. The Museums may request that a *United Kingdom Registrars' Group Standard Facilities Report* be completed before loans are approved.
10. Objects must be transported, kept and displayed in suitably secure conditions at all times in accordance with the Museums' specified requirements.
11. Objects must be kept in conditions of appropriate temperature, relative humidity, lux and UV levels at all times. The Museums may request that environmental readings be supplied prior to and during loans.

12. The handling of objects should be in accordance with the Museums' specified requirements and kept to a minimum. Labels or other identifying marks must not be removed or obliterated.
13. Objects must not be cleaned, conserved or treated without prior written agreement from the Museums. In the event of such work being carried out, a full written report must be supplied.
14. A Museums representative must be informed immediately should any damage to, deterioration in the condition of, or loss of objects occur. This information must be confirmed in writing.
15. Access to objects must be permitted at all times to properly authorised Museums representatives.

Image Reproduction

16. Except in general exhibition shots, objects must not be photographed, filmed or reproduced in any way without prior written permission from the Museums. Should the Museums consent, conditions and acknowledgements will be specified.

Duration of Loans

17. Loans are normally made for a maximum of one year (six months for type or figured specimens). To seek the extension of a loan, an additional *York Museums Trust Loan Request Form* should be submitted a minimum of three months prior to the agreed return date. Where the borrower has already expressed a written interest in the regular renewal of a loan, the Museums will contact the borrower automatically.

Return of Objects

18. Unless otherwise agreed in writing, it is the borrower's responsibility to return objects by the agreed date.
19. Should the borrower wish to return objects prior to the agreed date, the Museums should be informed in writing a minimum of three months in advance.
20. When objects are returned, they must be packed to at least the same standard as that in which they were received and in the same materials where appropriate.

Additional Conditions

21. If any additional conditions are agreed between the Museums and the borrower, they will be recorded in the loan agreement. The Exit Number allocated must be clearly marked on all additional sheets. The borrower and an authorised Museums representative must sign such agreements.