

CADBURY RESEARCH LIBRARY CONDITIONS OF LOAN FOR EXHIBITION

Requests to borrow material for exhibition from the Cadbury Research Library should be made in writing to:

Susan Worrall
Director of Special Collections
Cadbury Research Library
University of Birmingham
Edgbaston
Birmingham
B15 2TT
UK
s.j.worrall@bham.ac.uk

Please include accession numbers and descriptions / titles of the items you wish to borrow, as well as the title and dates of your exhibition.

Borrowing institutions will be required to submit completed UKRG Standard Facilities Report, UKRG Display Case Supplement and UKRG Security Supplement for the exhibition premises. These can be obtained free of charge from the UK Registrar's Group website www.ukregistrarsgroup.org

Below are the CRL's conditions of loan for exhibition. We aim where possible to accommodate requests to borrow material for public exhibition. If you have any queries about these conditions please contact:

Sarah Kilroy
Head of Conservation & Programming
Cadbury Research Library
s.r.kilroy@bham.ac.uk

CONDITIONS OF LOAN FOR EXHIBITION

1. Costs

- 1) The Borrowing Institution will be responsible for the following costs where appropriate:
insurance, special preparation (for example mounting making, framing, glazing), conservation work, packing cases, transport, courier expenses, photography and reproduction fees.

2. Insurance

- 1) The Borrowing Institution is responsible for the insurance of all the material against all risks while in transit, store or on exhibition for at least the insurance values supplied in writing by the University and shall indemnify the University in respect thereof.
- 2) Such indemnity or commercial insurance shall include provision for:
 - a. in the case of loss or destruction of the object, payment of the agreed valuation.
 - b. in the case of damage to the object, a sum not exceeding the agreed valuation, representing the cost of reasonable repair, and an amount equal to any reduction in the market value of the object after such repairs have been carried out.
 - c. a copy of the insurance policy must be forwarded to the Director of Special Collections, Cadbury Research Library: Special Collections, University of Birmingham in advance of the date of collection of the loan items.

3. Security

The Borrowing Institution shall ensure that:

- 1) The premises are fitted with fire detection/prevention and intruder alarm systems which are either connected to a local police station or monitored 24 hours a day.
- 2) The premises and exhibition spaces shall be guarded when open to the public.
- 3) The University will treat all details of security precautions as confidential.

4. Packing and Transport

- 1) Packing and transport arrangements must be agreed with the Director of Special Collections or Head of Conservation. For touring exhibitions, this includes transportation and storage between venues. Transport, collection and delivery arrangements should be agreed at least four weeks in advance.
- 2) Overseas transport must be handled by an approved transport agent to be agreed in advance with the University.
- 3) Purpose built packing cases will be required for material travelling long distances.

- 4) The Borrowing Institution will be responsible for storing the packing materials in a secure and environmentally suitable place throughout the loan period. For the return journey objects should be packed and transported in the same way as the outward journey.
- 5) Material in transit must never be left unattended.

5. Couriers

- 1) The University may ask that a member of staff accompany items in transit to oversee unpacking and installation as well as de-installation and repacking.
- 2) Couriers must receive adequate subsistence (to be agreed in advance) on arrival to cover all expenses, including a reasonable level of hotel accommodation (room with private bath/shower) for overnight stays. If public transport is used, couriers should travel first class by rail or business class by air.
- 3) For loans outside Europe couriers should normally receive subsistence to cover at least three working days and three nights' hotel accommodation.

6. Condition Checking

- 1) Condition reports for each item will be prepared by the University's Conservation department. These will be checked and agreed by staff of the University or their appointed agent and the Borrowing Institution jointly on arrival at the venue and before re-packing at the end of the loan and again on arrival at the University.
- 2) Any apparent changes in condition of the loaned material must be reported to the University immediately.
- 3) The University reserves the right, by prior arrangement, to send staff to visit the venue and examine the condition of the items at any time during the loan period. In the case of overseas and long-term loans, the University may ask the borrower to check the condition of the items at certain intervals.
- 4) If changes have taken place to any objects on loan, the University may decide to recall them.

7. Environmental Conditions

- 1) All loaned items must be stored, housed or displayed in a suitably stable environment avoiding direct sunlight and extremes of temperature and relative humidity.
- 2) The Borrowing Institution shall ensure that during exhibition the following environmental conditions are maintained:
 - a. Light levels should be in the region of 50 lux but should not exceed 80 lux. Specific lighting requirements may be applied to individual items subject to the nature of the material requested.
 - b. UV levels should not exceed 75 microwatts/lumen.
 - c. Material should be lit during public opening hours only.
 - d. Light fittings should be housed in a separate compartment accessible without opening the case where the loaned items are displayed.
 - e. Temperature should be at a set point in the range of 18-22°C with no more than 4°C variation within these limits in any 24-hour period. These conditions must be maintained for 95% of the time.
 - f. Relative humidity to be at a set point in a range of 45-55% with fluctuations no more than 5% within these limits in any 24 hours period. These conditions must be maintained for 95% of the time.
 - g. Continuous readings of relative humidity and temperature for the period of the exhibition should be made available to the University should they be requested.

8. Storage

- 1) Material stored awaiting display should be kept in an area that can meet the same security and environmental conditions outlined above.
- 2) There must be no smoking, eating or drinking in the area where the material is stored.

9. Display

- 1) Display cases containing loaned material may not be opened without informing in advance the University's Director of Special Collections or Head of Conservation.
- 2) Display cases must be dust-proof and fitted with key operated locks and anti-bandit glazing to BS EN 356.
- 3) Case dressings including paints, adhesives and fabrics to be approved by the University in advance. Sufficient time must be allowed for off-gassing of painted surfaces in enclosures where material is to be displayed (normally 2 weeks).
- 4) Smoking must not be permitted at any time in the display area.
- 5) If the display area is to be used for functions this must be agreed with the University in advance.

10. Handling

- 1) Material must only be handled by the University staff or authorised personnel unless in an emergency.
- 2) The Borrowing Institution must not treat, clean or repair in any way the loaned items except with specific written permission from the University's Director of Special Collections or Head of Conservation.
- 3) No label or other identifying mark will be removed from the item, or moved or obliterated.
- 4) No mark in pencil, ink, paint or any other material should be made on the loaned items. Neither should any adhesive material or labels be applied to the loaned items.

11. Acknowledgements

- 1) Acknowledgements must be made to the University in exhibition captions.
- 2) The following credit line should be used: Lent by the Cadbury Research Library: Special Collections, University of Birmingham.

- 3) The University should receive one copy of any published catalogue sent to the Director of Special Collections.

12. Photography and Copyright

- 1) No photography of the material shall be carried out otherwise than:
 - a. with the prior consent of the University and
 - b. for the sole purpose of providing publicity for the exhibition
- 2) For the avoidance of doubt any copyright in such images shall remain vested in the University, and will be credited as such.

13. Right to withdraw

- 1) The University reserves the right to refuse to lend items, to withdraw items from an agreed loan list, or to recall objects on loan at any time, without being required to provide reason for such actions.