

Borrowing Procedures

The Henry Barber Trust has a long and generous tradition of lending works to other galleries within the UK and internationally for temporary public exhibitions. Decisions to lend are taken by the Board of Henry Barber Trust at meetings held three times a year (in March, June and November), acting on the recommendation of the Director and her team.

Loan requests should be made in writing to the Director and made

- at least nine months in advance of the opening date for UK venues
- at least twelve months in advance for international venues.

This is to allow sufficient time for the request to be fully considered, any necessary conservation treatment and preparation to be carried out, security and environmental checks at the loan venue made, as well as accommodating other loan commitments.

Given the quality of the small but significant collection at the Barber Institute, lending can have a major impact on the experience of students and visitors.

- Potential borrowers must demonstrate that the work(s) requested make a specific and substantial contribution to the temporary exhibition and that the exhibition itself advances scholarly knowledge and/ or increases public engagement.
- Works which have been lent within the last three years will only be considered for loan again under exceptional circumstances.
- Only works assessed as fit to travel by Barber appointed conservator, will be considered for loan
- The borrowing institution must be an appropriate organisation of established reputation whose venue is accessible to the public
- Loans are not made to private individuals

The Director will confirm in writing the Trustees decision, usually within 4 weeks of the Trustees meeting. The Exhibition and Loans Manager will administer the loan, issuing the Barber Institute Loan Agreement and liaising with the borrower on every aspect of the loan.

The Henry Barber Trust will not lend to any exhibition which includes objects known to have been stolen, illegally exported or illegally excavated. For any work whose provenance between 1933 and 1945 is uncertain, anti-seizure legislation must be in place at the borrower's jurisdiction.

The Barber Institute of Fine Arts requires all borrowers to provide details of the facilities and security of their venues by completing the UK Registrars Group Standard Facilities Report and the UK Registrars Group Security Supplement.

The borrower must be able to satisfy standard transport, handling, security, environmental and insurance requirements and take responsibility for these arrangements.

Loan costs

The Barber Institute of Fine Arts does not charge a loan administration fee but the borrower must meet all costs incurred in association with the loan process, including the initial Condition Assessment which will be made prior to any recommendation. The Barber may need to pass this cost to the borrower, whether or not the loan is agreed.

Where the loan is agreed, all objects will have an outgoing Condition Report made. Additional costs to be recouped may include conservation and preparation of the work, any such costs will be discussed with the borrower in advance. The Barber uses freelance conservators and these costs must be passed on to the Borrower.

Condition Assessment

Works on paper	£150
Paintings	£200
Objects	£180
Textiles/ Coins	To be quoted per loan request

Outgoing Condition Report

Works on paper	£150
Paintings	£250
Objects	£180
Textiles/ Coins	To be quoted per loan request

Courier requirements

As standard, the Barber Institute of Fine Arts requires a staff courier to accompany the object in (outbound and return) transit and for (de)installation.

Full details of conditions of loan will be supplied by Exhibitions and Loans Manager upon request.

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