

Loans Out Policy

Last updated October 2023

Introduction

- This policy defines the circumstances under which works from the Barber Institute of Fine Art (BIFA) will be lent.
- This policy applies to accessioned works in the collection and does not apply to accessioned works leaving the premises for the purposes of conservation, evaluation or storage.
- Loans can be made for public display on either a short or long-term basis.
- The collection is owned by The Henry Barber Trust (HBT), all decisions to lend are made by the HBT at termly meetings.

Reasons for lending

- Lending objects can be an excellent way of contributing to the increase and dissemination of knowledge and enabling those unable to visit Birmingham to enjoy and learn from the collections in addition to raising the profile of BIFA.

Requirements

- 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.
- Only works assessed as fit to travel will be considered for loan. BIFA will also assess requests against existing commitments, including our internal programme, as well as other loan activity.
- HBT 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.
- Where a loan would have a serious effect on the displays, but HBT is otherwise willing to lend in principle, BIFA may ask the borrower to provide a reciprocal loan at their cost.
- The borrower must meet all costs incurred by BIFA in association with the loan process, including the initial condition assessment which will be made prior to any recommendation. Other costs to be recouped may include conservation and preparation of the work.

Loan Requests

- Loan requests should be made in writing to the Director and made at least 9 months in advance of the opening date for UK venues and at least 12 months in advance for international venues.

- Formal loan requests should include the following information:
 - Exhibition / display title
 - Venue
 - Exhibition / display open and close dates
 - Main exhibition / display themes
 - Full details of the object requested, included object numbers
 - Explanation for how the objects requested fit into the exhibition display and concept
 - Contact details
 - How the objects will be insured/indemnified
 - Facilities and security reports

Loan consideration and Approval

- All loans for the collection are assessed by the Director, Deputy Director and Exhibitions & Loans Manager who make recommendations to the HBT.

- Decisions to lend are taken by the Board of HBT at meetings held three times a year, acting on the recommendation of the Director and her team.

- Loans will be considered on the following basis:
 - The condition of the request object. Only works assessed as fit to travel will be considered for loan.
 - Prior commitments: if the object has already been committed to a borrower or planned for an in-house display, the object cannot be lent.
 - BIFA staffing capacity to administer the loan
 - Environmental and security controls at the borrowing venue. The borrower must be able to satisfy standard transport, handling, security, environmental and insurance requirements and take responsibility for these arrangements.
 - The exhibition proposal and the relevance of the of the requests object to the exhibition. As lending can have a major impact on the experience of students and visitors, BIFA requires that potential borrowers demonstrate that the work(s) requested make a specific and substantial contribution to the theme and purpose of the temporary exhibition and that the exhibition itself advances scholarly knowledge and/or increases public engagement.
 - The most recent loan activity of the object. Works which have been lent within the last three years will only be lent again under exceptional circumstances.
 - The BIFA will acknowledges loan requests and aims to confirm the HBT decision within 4 weeks of the HBT meeting.

Condition of Loan

- 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.
- The Barber Institute requires a very high quality of care for all loans. All conditions of loan must be met by the Borrower and necessary conservation carried out prior to loan. Additional costs to be recouped may include conservation, glazing (all works must be glazed for loan), conservation framing, and mounting. The Barber uses external conservators and therefore their costs must be passed onto the Borrower.
- Full details of conditions of loan will be supplied by Exhibitions & Loans Manager upon request.