

Cheltenham Art Gallery & Museum: Summary of Loan Conditions

To loan an item from a museum to another institution, the other institution must meet a series of criteria. Loan conditions are largely based around three areas: insurance, security and environmental conditions.

- **Insurance:** with reference to clauses 4 & 5 of the loan conditions for CAG&M:

4 The borrower shall insure the object(s) for such risks and for such value as CAG&M shall determine from 'nail to nail' or 'shelf to shelf', in other words during packing and unpacking, transit from CAG&M, throughout their absence from, and return to, CAG&M.

5 CAG&M have the right to ask for evidence of insurance and details of the insurer before object(s) are released. The valuation for insurance is stated on the Loans Agreement Form (LAF).

- **Security:** an item is loaned under the expectation that it will be as secure as it is whilst at the museum. The clock has been stored in a locked and alarmed store within a secure building. If it were displayed, it would be in a locked and alarmed case, in a building that is monitored by staff and/or CCTV during opening hours and locked and alarmed when closed. When an item is loaned to an institution we would expect similar levels of security for the objects in question.

- **Environmental conditions:** when an item is loaned it is expected that certain environmental conditions concerning light, relative humidity and temperature are met, as well as more general conditions referring to handling the object, altering the object and eating and drinking near the object. These vary from object to object. With reference to clauses 7-11 of CAG&M's loan conditions:

7 Object(s) will not be taken to any address other than that to which the loan is made, without the prior written permission of CAG&M.

8 The borrower shall not allow object(s) comprising this loan to pass out of the borrower's custody.

9 No label or identifying marker will be removed or obliterated.

10 No object is to be dismantled, cleaned, conserved or treated by the borrower under any circumstances whatsoever, without the prior written permission of CAG&M.

11 In readiness for the return of the object(s), it (they) shall be packed in exactly the same way as received in its (their) original packing case.