



NATIONAL
TRUST *for*
SCOTLAND



SHARING COLLECTIONS

A POLICY ON LENDING
AND BORROWING

2019

For the *love* of Scotland

Sharing Collections: A Policy on Lending and Borrowing

Approved by Board of Trustees, 27 March 2019

Review date: 27 March 2024

1. Why we loan collections

An important part of the Trust's mission is to promote Scotland's heritage and this can be done by displaying our own collections in our properties as well as lending to and from others, including international venues. In general, we loan in and out where there is a tangible and measurable benefit to the Trust and where it fulfils our mission to preserve and promote Scotland's heritage for the enjoyment of all.

2. How we make decisions on lending and borrowing

Decisions on incoming and outgoing loans are delegated in accordance with the NTS scheme of delegation based on the overall value of the loan:

- Decisions to lend or borrow items in one loan up to a combined insurance value of £50,000 are taken by the Loans Acquisitions and Disposals Committee (LAD), made up of members of the Collections Team (see *Developing Collections: A Policy to Reflect and Enrich Lives*, Section 8.1, 2018).
- Decisions to lend or borrow items in one loan with a combined value between £50,000 and £250,000 will be referred by the LAD committee to ExCo with detailed recommendations.
- Decisions to lend or borrow items in one loan with a combined value that is higher than £250,000 will be referred by the LAD, to ExCo, for final consideration by the Board of Trustees.

In arriving at, or recommending, a decision will take into account:

a. Legal status: The Trust will not accept on loan any object where we have good cause to believe that the current holder does not hold legitimate title to the object, or where we believe it was stolen, illegally imported, exported or excavated. Likewise, the Trust will not lend to any exhibition which includes objects that are known to have been stolen, illegally exported or illegally excavated.

b. Impact: The Trust will only lend and borrow items when there is a clear public benefit and a specific plan for public display of the loan. We positively seek opportunities to make our collections accessible to new and diverse audiences (see *Advancing Access: a policy for audiences and collections*) and will agree to lend and borrow when the loan is likely to enhance our reputation, help to tell the story of a Trust property or maximise the benefits of partnership activity. We will normally only lend to other Accredited museums (or institutions with a similar status abroad). When deciding whether to lend, the Trust will take into account the reasonable expectations of its own visitors and other regular audiences, the operational needs of its properties, and the rarity and significance of the object to the exhibition in question.

c. Condition: We take into account the condition of the object and any risks associated with its transportation and display, as well as the feasibility of achieving an appropriate environment required to care for an incoming or outgoing loan. We will always record and agree with the lender or borrower the condition of an object in advance of any loan or loan renewal for loans into and out of the Trust's care.

d. Timing and resource: In line with standard museum practice, we require a minimum of 12 months' notice for UK loans and 18 months for international loans to or from the Trust's collections. Only in exceptional circumstances, and with the approval of ExCo, will the notice period be altered. Before agreeing a loan, the Trust will ensure that sufficient resources are in place to facilitate the loan, including registrar capacity. We will charge borrowers for direct costs incurred during outgoing loans, including 'all-risks' nail-to-nail insurance, and we reserve the right to charge for indirect loan related costs. All costs will be agreed in advance

between both parties and will be stipulated in the loan agreement. All long-term loans are reviewed on a regular basis, currently a maximum of every five years.

3. Loans outwith this policy

To manage risks, both financial and reputational, and to ensure that we meet the necessary standards of care, insurance and information management, all loans into and out of the Trust collections are managed by the Registrar team. There are, however, some exceptions to this policy. Low value incoming exhibition loans may be managed by regional staff using a low risk loan agreement where the total value of items borrowed from one lender for an exhibition is under £10,000. In these instances, the Registrar will issue a template loan agreement where the lender agrees to self-insure and the Trust accepts the loan into Trust care with no obligation to insure. All loans of this type must be discussed in advance with the Registrar to ensure that they do meet the necessary criteria for this type of loan, after which the relationship with the lender will be managed by the regional staff.

4. Ethics and legislation

Spectrum 5.0, Collections Trust (2017)

PAS 197: 2009 Code of practice for cultural collections management

Museums Association Code of Ethics (2016)

5. When we will revise this policy

This policy will be reviewed at least every 5 years. The next date of review will be September 2023

6. References

For Info: A Policy to Build and Share Information about Collections (2019)

Developing Collections: A Policy to Reflect and Enrich Lives (2019)

Advancing Access: A Policy for Audiences and Collections (2018)

Caring for Collections: A Policy to Protect Significance (2019)



OUR VISION

Scotland's heritage is valued by everyone and protected now and for future generations

OUR OBJECTIVES

To protect and care for Scotland's heritage

To provide opportunities for everyone to experience and value Scotland's heritage

To promote the benefits of heritage

To create an efficient and sustainable business which supports our conservation needs

OUR VALUES

VIBRANT

CARING

INCLUSIVE

CURIOUS

BRAVE

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