

CHESTER BEATTY LIBRARY

CONDITIONS OF LOAN

Introduction

This document sets out to explain how to apply to borrow objects from the Chester Beatty Library (hereinafter referred to as the Chester Beatty), it includes the approvals procedure and the conditions which a Borrower will be expected to meet in order for the loan to proceed. Please note that the museum will only lend to organisations and venues which are open to the general public and can fulfil the terms of the museum's *Loan Agreement*. This document should be read in conjunction with the *Loans Policy*.

Preliminary Enquiries

An initial request should first be made to the relevant Collections Curator. Queries can be made via the museum's website (<https://chesterbeatty.ie/contact/>). Curatorial staff can advise about the selection and general availability of objects for loan. Preliminary research should be carried out well in advance of the required notice period and where possible visiting the museum to view the objects under consideration is recommended.

Notice Period

It is desirable that a formal request is received by the Director of the Chester Beatty no less than **twelve months** before the exhibition is scheduled to open. Changes to or additions to the venues or the agreed object list will not normally be considered after the approval procedure.

Formal Request

The formal request should include as much of the following information as possible:

- Title of the Exhibition
- Exhibition venue(s) and dates
- Organiser's name, address and contact details
- Scope of the exhibition
- List of objects requested, where possible quoting the Chester Beatty inventory number
- Reasons for inclusion of the museum's objects

(Any subsequent changes to these details must be confirmed in writing.)

All loan requests will be acknowledged on receipt of a formal request.

Approving the Loan

All requests are considered on their own merits. Curatorial staff will consider whether the object (referred to as 'Work' in the Loan Agreement) is relevant to the exhibition, whether it is already committed to another borrower, or whether it is central to a display or planned exhibition in the Chester Beatty. Each object will be checked by the appropriate Curator and Conservation staff to decide if it is robust enough to travel and is suitable for display. The staff will also confirm that the administration and preparation can be scheduled into the other work of the museum.

At this time, Borrowers should submit a facilities report from either the American Association of Museums (AAM) or the UK Registrar's Group (UKRG). This should be forwarded to the Registrar. The Borrower may also be required to complete a UKRG 'display case supplement' and/or a 'security supplement'.

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Once this process is complete, a recommendation will be brought to the Board of Trustees who will approve or deny the request. In normal circumstances we are able to provide the Borrower with a decision within **three months**.

As soon as a decision on the request has been made, the Director will write to the Borrower to notify them of the outcome. This will confirm the Chester Beatty's agreement to lend in principle or, in the event of a refusal, will provide an explanation why the loan cannot be made or why specific objects are not considered suitable for loan.

The Loan Agreement - Responsibilities of the Borrower

The Registrar will prepare a formal Loan Agreement setting out the responsibilities and obligations of the Borrower in connection with the loan. If problems are foreseen with any of these requirements, it is helpful if they can be discussed as early as possible as the loan cannot proceed until the agreement is signed by both parties and returned to the Registrar.

The Chester Beatty normally covers the administration costs of the loan.

The Borrower will be responsible for all other costs associated with the loan including (but not limited to) conservation, packing, crating, insurance, photography and courier expenses.

Insurance/Indemnity

The Borrower will arrange for an indemnity or commercial insurance of the object on loan to the value stated in the Appendix to the Loan Agreement.

The insurance or indemnity must be 'nail-to-nail', all risk (including terrorism) basis. The Chester Beatty reserves the right to nominate its own insurer.

The Borrower will submit a copy of the insurance policy or the appropriate indemnity to the Registrar for approval at least 8 weeks before departure of the object.

Transport and Packing

Objects will be packed by the museum's Conservation staff. If a packing case is required to transport them, the Borrower will be responsible for the cost of providing a case that meets the museum's specification.

The choice of transport agent must be agreed between the Chester Beatty and the Borrower. Any transport company used must have experience in the transportation of delicate and valuable objects and have employees trained in the handling of such material.

The removal, packing, unpacking, and transport must be supervised by qualified art handlers in cooperation with members of the Chester Beatty's and Borrower's staff. Vehicles must be equipped with air-ride suspension and provide protection against extremes in relative humidity and temperature conditions, double drivers and suitable protection from theft. At no time must the truck be left unattended.

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Couriers

The Chester Beatty will appoint a member of its staff to represent the museum and act as courier to accompany the object in transit and oversee condition-checking and installation/de-installation at the venue.

The object will be taken from and returned to the museum accompanied by the courier—and in the case of a multi-venue exhibition, accompanied between exhibition venues—by a representative of the Chester Beatty unless otherwise agreed in writing between the Parties.

The costs of the courier's travel and subsistence are the responsibility of the Borrower and must be approved by the Registrar in advance. All travel by the Chester Beatty courier must be business class when escorting the object and subsistence rates paid must be no less than current Irish Public Service rates. A separate allowance for transfers to and from airports, train stations or other such facilities must also be provided.

Condition Checking and Installation/De-installation

Upon arrival, the object should remain packed and be placed into secure, environmentally controlled storage to acclimatise overnight. The object should not be unpacked or moved until the museum's courier arrives.

At the point of installation, the Borrower will, with the Chester Beatty's courier, check the condition of each object against a Condition Report provided. Installation should only take place under their supervision. Since display cases must not be opened after installation, labels should be prepared in advance.

Installation may not take place while areas of the exhibition are under construction. Installation cannot take place until seventy-two hours have passed since any painting, varnishing, or gluing of the exhibition area (e.g. walls, case exteriors) has taken place to ensure that the object is not affected by hazardous fumes.

Unpacked (i.e. empty) crates must be stored in a secure, waterproof and stable environment. Interior fittings must not be removed.

Objects should be de-installed, condition-checked and packed in the presence of the Chester Beatty courier. Packing crates should be re-acclimatised to the conditions in the exhibition area a minimum of twenty-four hours prior to packing.

Display and Case Design

The Borrower should provide designs showing the construction and locking mechanisms of the proposed display cases.

Single-pages will be transported from and to the museum mounted but unframed. Any object may be framed at the exhibition venue if so desired by the Borrower, in a purpose-built frame provided by the Borrower. The framing and de-framing of such object must be undertaken only by the Chester Beatty's representative or under their supervision. Except in the case of an emergency, no hanging framed object may be removed from the wall and/or the frame opened for any reason whatsoever without the consent of the Chester Beatty, which reserves the right to require the presence of a Chester Beatty representative at the removal of the hanging framed object, the full cost of which will be the responsibility of the Borrower.

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If an object is framed, it must be screwed to the wall using security screws. The hanging method must be approved well in advance of the commencement of the loan.

Similarly, if an object is to be displayed in a case, the case must first be approved well in advance of the commencement of the loan. The case must be completely secure and lockable with access being controlled by means of locks or panels fixed with security screws. These screws must then be glued into position once installation has taken place. It must also be stable, ensuring the object is protected from vibration and knocks, for example by being secured to the floor. All joins and doors must be dust-proof and the case air-tight. All materials used to make the case must be completely inert, preferably metal and glass. No Medium Density Fibre Board (MDF) or compound wood should be used. Oil based paints should not be used in either the gallery or the display case.

The case should not have internal lighting. Lights should be housed in a separate compartment to the object with a UV absorbent barrier between the objects and the lights. Access to the lights must not involve opening the case. Any glass used in the case must be a minimum of 7.5mm thick laminated glass. The case should be fitted with alarms which respond to vibration and to interference with locking mechanisms. The Chester Beatty will not normally accept a case design which involves lowering a Perspex or glass box over the object.

Fabric used for the internal lining must have passed the "Oddy Test". The use of felt is not acceptable. Internal linings must be fixed with staples or equivalent and not glued. Any paint work or varnish to the exterior of the case should be completed at least seventy-two hours prior to installation of the object. The interior of the case should not be painted or varnished unless a minimum of three weeks has elapsed before the object is installed.

When borrowing a bound volume, the Borrower must indicate how they would like it displayed e.g. horizontally or at an angle. The Chester Beatty can provide a book cradle, the cost of which will be borne by the Borrower. Standard Chester Beatty cradles are made from Perspex and angled at 30 degrees. If the Borrower requires the cradle to be a specific colour or design it will need to be provided by the Borrower; profiles and dimensions of the object will be supplied by the Chester Beatty conservation department three months prior to installation.

Objects on paper are normally mounted in Chester Beatty standard size window matts made from 1650 microns conservation board (John Purcell Paper - Bookwhite colour). If an alternative size and colour matt is required the cost of remounting will be borne by the Borrower.

Environmental Conditions

The objects must be provided with a stable environment. Unless otherwise stated in the Loan Agreement, this will be a temperature in the range of 18–21°C and relative humidity in the range of 45–55% with fluctuations of no more than 5% within an hour. All humidity and heating controls must operate 24 hours a day during the period of the loan. Lights must be turned off in non-public hours. Both daylight and fluorescent lighting must be filtered with a suitable UV absorbing material so that UV radiation is below 75 microwatts per lumen. Generally all material lent by the Chester Beatty is considered highly sensitive to light, therefore should be lit at 50–70lux.

Security and Safety of Objects

The Borrower will be responsible for the security and physical condition of the object for the duration of the loan.

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The Borrower will provide security by means of guards, barriers, plinths, showcases, electronic devices etc. in order to keep the object secure whilst on loan and ensure that the public does not touch or otherwise damage the object. The Borrower must ensure that the exhibition venue complies with fire safety regulations and has a disaster plan in place.

Termination

Termination of the loan must be made in writing to the Director. Even where the loan has been cancelled for valid reasons, the Chester Beatty will normally charge the Borrower for actual expenses incurred. These expenses may include the cost of conservation as well as packing, mounting and framing.

Approval/Revision History

This Conditions of Loan is version 1.1, issued in February 2019. This document is reviewed on an annual basis by the Collections Management Team, while a full revision will take place every five years.