

Conditions of Loan:

The RIBA Library's Drawings and Archives Collections make up one of the largest and most important collections of British architectural drawings and letters in the world and also contain important works by foreign architects.

Numbering some 1.5 million items, the collections celebrate the achievements of British architects from the Renaissance to the present day. They also contain important drawings and letters by foreign architects, most notably nearly three hundred designs and sketches by Andrea Palladio, most of which were formerly in the collection of Inigo Jones, who is also represented in the collection.

The collections contain not only drawings and architects letters but also many 3D items such as busts, architectural models, drawing instruments and portraits as well as the archive of the RIBA.

1. RIBA Lending Policy:

We consider sympathetically all requests for loans but as a Designated Collection (MLA), we can only lend to institutions that meet the required conditions of security and environment set out in these Conditions of Loan.

All loans go through a formal approval procedure.

2. Preliminary Enquires:

Selection of items to borrow can be made in a number of ways. Many of the drawings feature in books and periodicals. Images of the drawings and archives can also be found by searching our online image database at www.ribapix.co.uk.

However, the preferred method would be to look up the items on our online catalogue, located at www.architecture.com and then viewing them in the RIBA Study Rooms at the Victoria and Albert Museum, London.

The study rooms are open Tuesdays to Saturdays from 10am to 5pm and appointments to view items can be made by telephoning 02073073708 or emailing drawings&archives@inst.riba.org.

We would encourage institutions to make enquires about possible loans as early as possible. In many cases if a desired object is not available an equally suitable object may be found.

3. Formal Applications:

Formal requests must be made in writing either to the Assistant Director of the RIBA Drawings and Archives Collections.

3.1. The letter should be addressed:

**RIBA Drawings and Archives Collections,
Victoria and Albert Museum,
Cromwell Road,
London, SW7 2RL**

3.2. The letter should include where possible:

- The title of the exhibition
- The proposed exhibition dates, and details of all touring venues (if applicable)
- The descriptions and reference numbers of the objects that are being requested
- The preferred display requirements of the objects
- Details of the main contact for the loan: Address, email, telephone, fax

3.3. Any formal request must be accompanied by a facilities report for the borrowing institution, including reports for every touring institution. If we cannot process the loan request these reports will be returned.

4. Notice Period

4.1. **Formal approval must be gained at least 6 months prior to the opening date of the exhibition.** We need this time in order to schedule the preparation of the object with our conservator as well as essential administration scheduling. We also have to balance the requirements of our own exhibitions programme and the loans service.

4.2. If any institution intends to borrow a large amount of items we would require more than the recommended 6 months. We would recommend 18 months to 2 years from the first point of contact for large loans but every loan request will be assessed on an individual basis.

5. Loan Approval

5.1. All applications to borrow from the collection are individually assessed. Each institution must provide a facilities report, preferably when submitting a formal application, and in the case of three-dimensional objects fill out a display case requirements report. (See Section 14. **Display Requirements**)

5.2. All objects will be assessed by a Conservator to see whether they are in a fit condition to be lent, depending on the desired display time. It will be determined when was the last time they were on display and for how long. Curatorial Staff will also check whether the object is required for internal exhibitions or already committed to another borrower.

5.3. Each loan will be assigned a chief contact, usually one of the Curatorial Assistants. In some cases the loan contact will have some informal questions before the loan can be decided.

5.4. In the case of objects that are on long-term loan to the RIBA Drawings and Archives Collections we would need to get the lender's written permission before we can approve the loan.

5.5. The Assistant Director will write back with a formal acceptance or rejection of the request. Where a rejection is made full reasons will be given.

5.6. In the case of acceptance, the letter will contain the following information:

- i. Agreeing loan
- ii. Informing of loan fee/actual costs
- iii. Drawing attention to RIBA conditions of loan.
- iv. Asking the institution to check, complete, sign and return enclosed loan form **ASAP**.
- v. Asking for transport information (dates and shippers) **ASAP**.

- vi. Giving a deadline in which to reply and return ALL forms, signed. No work will be undertaken until the Loan Agreement is signed and returned.
- vii. **Explaining that, once we have received the signed loan form, we may well have to charge up to and including the full loan fee if they withdraw from the loan after conservation work has begun.**
- viii. Stating that from this point on all contact regarding the loan must be made through the nominated Curatorial Assistant.

6. The Loan Agreement

- 6.1. The loan agreement is a binding document for the loan. Once the agreement is signed the loan can be processed and the Conservator will start work. Until the loan agreement is signed no work will be undertaken on the object.
- 6.2. The borrower must sign and return the form within two weeks of receiving the acceptance letter. During this period any further questions regarding the loan can be discussed.
- 6.3. By signing the agreement the borrower is assuring that the gallery where the material is shown is secure and under supervision and that it has been cleared by the Museums and Galleries Commission's National Security Adviser.
- 6.4. Also by signing the form the borrower undertakes to reimburse and be wholly responsible to the lender for any loss or damage to the material lent however caused.
- 6.5. No loan can be authorised before the lender, together, with a valid certificate of insurance has received this completed application.
- 6.6. **The lender reserves the right to recall or cancel any agreed loan at any time but will not normally do so unless in an emergency, or where the borrower has failed to comply with any conditions for loan.**

7. Costs

- 7.1. **Each object that is borrowed is subject to a loan fee of £380.**
- 7.2. This fee is based on a careful calculation of the average costs of the following:
 - Conservation time and materials
 - Administration of the loan
 - Framing and mounting costs
 - Photography both for our records and for the provision of the borrower if needed.
- 7.3. In circumstances where a new case or frame exceeds the £380 fee actual costs will be charged. This will be discussed with the borrower prior to work being undertaken.
- 7.4. The loan fee does not include any costs associated with couriering objects. Staff's travel, accommodation and a per diem will be the responsibility of the borrower (See section 11. Couriers). Also insurance, packing, transportation or forwarding agents fees will not be covered by the loan fee as well as any extraordinary requirements made by the transport of the object, i.e. bespoke packing crates etc.

7.5. If a loan request is cancelled after we have received a signed loan agreement we reserve the right to charge up to and including the full loan fee if the object requested is withdrawn from loan after conservation work or ordering of cases/frames has begun.

8. Insurance

8.1. Material borrowed must be fully insured to the value stated on the loan form against all risks from the time it leaves the lender's Collection until it is returned, at the expense of the borrower. The lender must receive a certificate of insurance to this effect before the material can be despatched.

8.2. Government indemnities can usually be accepted. Details should be received and agreed by the lender before the material can be despatched. Borrowers will be asked to accept minimum liability for loans - commercial insurance cover.

9. Mounting and Framing

9.1. Drawings will be lent in mounts and frames provided by the lender. Such costs involved in this will be contained within the loan fee. No alterations must be made to either the frames or the fixings without first seeking permission from the RIBA Drawings and Archives Collections. Any drawing needing special or specific framing where the cost is above the loan fee the loan will be charged at actual cost, on agreement with the borrower.

9.2. Frames will be supplied with mirror plates or security hangers. If any display and mounting materials other than the standard fittings are desired we must be given advanced warning.

9.3. Three-dimensional items will normally be supplied cased or with a Perspex mount. Note this will be subject to change depending on the specific display requirements of the borrower. Again any mounting or case costs above the £380 loan fee and the loan will be charged at actual cost.

9.4. Works on permanent display at the RIBA Drawings and Archives Collections or at the main headquarters at 66 Portland Place will be considered for lending but any costs incurred during the removal and re-hanging process will be incurred by the borrower.

10. Transport and Packing

10.1. In all cases packing materials must be retained by the borrower for use when the loan is returned.

For UK Loans:

10.2. Standard framed works will be transported wrapped in polythene and clearly labelled. Cased works will usually be sent blanket wrapped unless there is a specific need for a crate.

10.3. For UK loans the borrower's transport agent, who must be approved in advance by the lender, should arrange the object's transport. The loan must be accompanied at all times - for example, it should never be left in an empty vehicle.

10.4. In the case of drawings of great value, multiple items or in other special circumstances *i.e. historical frames, crated items, glass objects*, the borrower will arrange for transport and packing by a specialist firm agreed by both parties.

10.5. For all UK loans objects will be couriered and the courier will oversee installation of the objects. (See Section 11. **Couriers**)

For Overseas Loans:

10.6. The borrower must arrange appropriate transport. This will usually mean appointing an experienced fine art agent to collect and transport the works from the RIBA Drawings and Archives Collections to the borrower's venue. It is not necessary to employ the same agent for the UK and overseas legs of the journey. However, both agents must be from reputable and experienced companies and must be approved by the lender before the loan is agreed. All costs associated with this will be at the expense of the borrower.

10.7. Due to government regulations, any transport agent who intends to travel through UK airports must be a designated 'known consignor'. We will not allow our objects to travel from the UK via air unless the objects have been packed and overseen by a regulated agent. Please contact us for details of regulated agents.

10.8. The borrower's Agent must meet and escort shipments and couriers on arrival, departure and during any transfer of the objects.

10.9. All customs formalities must be taken care of by borrowers to ensure safe passage of the loan. The borrower should arrange for inspection at place of exhibition.

11. Couriers

For UK Loans:

11.1. Every UK loan will be couriered. The courier will also oversee installation at each venue. The transport, any associated accommodation fees and a per diem subsistence will be at the borrower's expense. The length of the courier's stay will be decided by negotiation.

For Overseas Loans:

11.2. Overseas loans will always require one courier and in the case of very large loans or complex installations two couriers will be sent. The cost of transport and airfares (**Business Class when accompanying objects**) as well as accommodation and a per diem subsistence for the length of the time the courier will be working are at the cost of the borrower. Please note the use of "courtesy" or other special air tickets with restrictive clauses of any kind is not acceptable.

11.3. European venues usually require a stay of two nights and three days, American, Canadian and Japanese venues usually three nights and four days. However this will be subject to change depending on the complexity of the installation process.

12. Condition Checking and Installation/De-installation

12.1. The courier will witness the packing of the object before it leaves the museum. They will oversee the shipment and transport of the object to the borrowing institution. The courier will supervise the unpacking, carry out the examination (checking against condition reports) and installation of the object at the borrowing institution. The courier will remain with the object at all times and will not leave the exhibition space before the object has been secured, whether by being locked into it's cased or screwed on the wall.

12.2. On receipt of the object the borrower will be asked to sign an exit form and the condition reports for each object. Any transport agent involved in the transportation of the object also signs the exit form.

13. Period of Loan

13.1. Drawings are normally lent for a period of three months only. They will only be lent for longer with prior agreement from the lender. Drawings will be lent not earlier than two weeks before the opening of the exhibition, and must be returned to the Collection immediately after the end of the exhibition.

13.2. De-installation dates should be sent ASAP after the loan is confirmed so that arrangements can be made for a return courier.

13.3. If the exhibition is to be shown in more than one venue, arrangements for the storage of the drawings between the venues, and also arrangements for transport and insurance, must be approved in advance by the lender. The Collections may require that the drawings be returned to London before being sent on to a further venue.

13.4. If, for any reason, a drawing borrowed is not included in the exhibition, the lender must be informed as soon as possible. Arrangements for its storage must be agreed with the lender, who reserves the right to ask for its immediate return if these are not satisfactory.

14. Display Requirements

14.1. As previously stated all drawings will normally be supplied in standard frames with mirror plates and, or security screws attached. Any extraordinary requirements must be agreed with the lender before the object is released. The frame must be secured to a solid, stable wall at least two centimetres thick.

14.2. In the case of three-dimensional objects the borrower is required to fill out a display case requirements form, which will be sent before the loan is agreed. The form requires the borrower to give designs showing the exact construction and proposed materials lining to case.

14.3. The display case must be stable, securely fixed and all joins must be dust-proof and airtight. The case must be lockable with access controlled by locks or panels fitted with security screws. All materials used in the construction of the case must be inert, preferably metal and glass. MDF or compound wood should not be used. Oil based paints should not be used either in the gallery or in the case. Paint or varnish required on the exterior of the display case should be completed a minimum of 72 hours prior to object installation and the interior of the case a minimum of three weeks. No felt or adhesives should be used in the lining of the case.

14.4. 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 object and the lights. Access to the lights must not involve opening the case. Any glass used must be a minimum of 7.5mm thick laminate glass. The RIBA will not normally accept a case design that involves lowering a perspex or glass box over the object.

14.5. Mounts or supports that may be required for the display of the object should be agreed first with the lender and specified in the Displays Requirement Form.

14.6. When borrowing a volume the borrower must specify how they want it displayed, i.e. page number, horizontally or at an angle. The lender will supply display cradles, costs will be included in the loan fee.

15. Environmental Conditions

15.1. The objects must be displayed in a stable environment. The exhibition space and any preparation spaces must be within a temperature range of 18-25°C and a relative humidity in the range of 40-65% 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. Information regarding the environmental controls will be requested as part of the borrowing institutions facilities report.

15.2. Lights must be turned off in non-public hours therefore, the material should be illuminated only during the opening hours of the exhibition.

15.3. Both daylight and fluorescent lighting must be filtered with a suitable UV absorbing material so that UV radiation is below 75 microwatts per lumen.

The light levels for the majority of RIBA loans must not exceed 50 lux.

15.4. Generally the following range of light levels apply:

Highly sensitive material 50-75 lux

Works of art on paper

Textiles

Photographs

Sensitive material 50-250 lux

Furniture

Plastics

Paintings in oils or on panel

15.5. Specific light levels for each loan will be indicated on the loan agreement.

16. Security and Safety of Objects

16.1. Trained security guards, who are paid employees, must be in constant attendance at all times when the exhibition is open to the public and during installation/de-installation. During installation and de-installation only those individuals directly involved in the preparation of the exhibition should be admitted into the exhibition space and any preparation areas.

16.2. Once the object has been installed the case should not be opened under any circumstances unless there is an emergency or with the express permission of the RIBA Assistant Director and with a trained conservator in attendance.

16.3. No conservation, framing, remounting or any other treatment may take place without the written consent of the RIBA Assistant Director. Loans must not be cleaned without prior permission of the lender.

16.4. The borrower must be informed if the borrower wishes to move any loaned objects from agreed area of exhibition, even in the case of emergency

16.5. All borrowing venues must have a disaster plan, this plan should be made available on request from the lender.

17. Reproduction and Photography

17.1. For purposes of record and security, the borrower will pay for the lender's photographer to provide prints/digital images of all drawings borrowed

(unless such an image already exists) to be retained in the lender's collection. This cost is contained within the loan fee.

17.2. Photographs of drawings required for catalogue or publicity purposes must be obtained from the lender. Reproduction fees will be charged, supply fees are contained within the loan fee.

17.3. No photography or filming of individual objects while on loan is permitted other than by the RIBA's authorised agents.

18. Acknowledgements

18.1. Acknowledgement should be made in the exhibition and exhibition catalogue to the

RIBA Library Drawings and Archives Collections.

18.2. Two copies of the catalogue should be deposited with the Drawings and Archives Collections.

19. In Case of Damage

19.1. Any damage or loss to the object should be immediately reported to the RIBA Drawings and Archives Collections. The borrower must ensure that a written report, condition report and photographs showing the damage are received by the Collection within 48 hours.

19.2. In the event that any work is damaged during the loan, the borrower will be expected to cover the cost of a member of RIBA staff travelling to inspect the damage done and/or the removal of the work from the exhibition.

19.3. Costs of any conservation work done as a result of damage will be borne by the borrower, as would any resulting depreciation of value.

19.4. Any theft or breach of security in the exhibition should be reported even if RIBA objects are not directly affected.

20. Termination and Changes in date

Termination of the loan must be made in writing to the Assistant Director.

Applications for changes in the dates of the loan will be considered by the RIBA but they must be made in writing no less than two month prior to the date that has been changed.

21. Long term loans

The arrangements and conditions for long term loans are generally the same as for short-term loans. Loan agreements will be reviewed every three years, at which stage the valuations of objects may be revised. The RIBA may ask the borrowers to confirm the presence and good condition of the loans. Spot checks may be made to ensure that RIBA loans are appropriately displayed and acknowledged.