

“Preserving the past, informing the future”

National Meteorological Library and Archive Exhibition and Loans Policy and Procedures

1. Purpose

The NMLA welcomes requests to loan material in our holdings, both within the Met Office, and elsewhere. This Policy will set out our Exhibition Loans process in order to ensure the safety and integrity of library and archive objects when they are loaned and exhibited outside the Library and Archives premises. Encouraging the loan of items can;

- Increase awareness of our collections, nationally and internationally
- Widen access to the collections
- Support academic research
- Support teaching and learning at all levels

2. Scope

This Policy will cover the entire loan process of all archival material, and library collections only, referred to as objects throughout this document.

3. Responsibilities

The Policy remains a working document; it will be reviewed and revised as necessary by Archive and Library staff and will be reviewed in line with the Met Office five-year strategic planning cycle with the next formal revision in 2018.

4. Policy Document

4.1 Borrowers

We anticipate the following as potential borrowers, however requests may come from other types of organisations;

- Educational organisations
- Museums, galleries and libraries

- Institutions with whom we have reciprocal/partnership agreements
- Public and charitable bodies

NMLA will not usually lend to

- Film and television or media companies, including theatrical productions
- Private exhibitions
- Commercial exhibitions
- Individuals
- Locations outside of the UK

4.2 Duration of loan

We will only usually loan objects for a maximum of six months. NMLA reserves the right to terminate the loan if it deems that the objects lent are deteriorating in any way, or are at risk of damage or theft, or if the borrower otherwise fails to comply with the conditions of the loan in accordance with the terms of the Exhibition Loan Agreement.

4.3 Procedure for loan request

Please note that for all loan requests, we would expect the preliminary research, identification and selection of the object(s) to be undertaken by the borrower or representatives working on their behalf. To locate material the borrower will need to consult the archive or library catalogue, and contact the archive team for further information (metlib@metoffice.gov.uk). In most cases viewing of the item/s by the borrower or their representatives will be necessary.

Formal requests for the loan of specific objects from our collections should be addressed to metlib@metoffice.gov.uk in the first instance. They should contain the following information, for which a form version is available;

- Reason for loan (e.g. exhibition) and reasons for inclusion of selected object(s)
- Exhibition venue(s) and dates
- Name and full contact details of borrower(s)
- List of object(s) requested with full NMLA reference numbers (including page opening where relevant)
- An undertaking to meet all direct costs arising from the loan (see Costs, section, Appendix A)

- A completed and up-to-date Facilities Report for each venue. We normally ask that venues within the UK to complete the [UK Registrars' Group Standard Facilities Report and Security Supplement](#). For international loans we would require the appropriate national equivalent.

4.4 Notice period/lead time

Requests should be made as early as possible, but with a minimum of 4 months notice. This lead-in allows sufficient time for the request to be fully considered, any necessary valuations, conservation treatment and preparation to be carried out, security and environmental conditions at the loan venue to be assessed, as well as accommodating other loan commitments.

4.5 Consideration and contract

Loan requests will be carefully considered. Decisions will be communicated to the applicant as quickly as possible.

If an application is successful, the borrower will be required to meet our General Conditions of Exhibition Loan, Appendix A. The loan will also be contingent upon the borrower satisfying any special conditions specified by the NMLA. These conditions will form the Exhibition Loan Agreement, a contract drawn up by the NMLA and agreed by the borrower.

Two copies of the Exhibition Loan Agreement will be issued to the borrower, who will be asked to sign both copies and return to the NMLA archives who will then send a signed copy to the borrower for their records.

4.6 Refusals

Occasionally we may find it necessary to refuse a loan request, for example:

- Where there is insufficient time to consider and prepare the loan, (notice periods are set out in the Notices Section)
- Where suitable environmental conditions and/or security cannot be provided
- Where other conditions (see General Conditions of Exhibition Loan, section 9) cannot be met by the borrower
- Where the requested item(s) is fragile, in a poor or unstable condition, or at excessive risk from damage from handling or during transit
- Where the timescale required for sufficient conservation exceeds that of the notice period/lead time
- Where the item is required for display at the NMLA, or if an agreement to loan the object(s) has already been agreed with another institution

- Where the item is required for teaching, learning or other activities during the proposed period of the loan, e.g. digitisation
- Where its absence would be especially detrimental to researchers at the NMLA
- Where the request is incompatible with the stated objectives/mission of the NMLA

We will provide a full explanation for any refusal. We can advise on suitable equipment to aid borrowers where environmental and display issues are the reason for their refusal.

Review Period: 5 years

Review Date: April 2021

Reviewed By: Library and Archive Manager and Archivist

Appendix A

General conditions of exhibition loan

1 Due diligence & ethical parameters for loans

Before agreeing to any loan, the National Meteorological Library and Archive requires a declaration (in writing) from the borrower that it has no reasonable cause to believe that any object in the exhibition in which the loaned object(s) shall be displayed has been stolen, illegally exported or illegally imported from its country of origin, as defined in the [UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Importing, Export and Transfer of Ownership of Cultural Property, 1970](#).

2 Costs

We may require borrowers to meet some or all of the costs incurred both by themselves and by the NMLA in making the loan, without limit. These may include;

- independent valuation
- insurance or minimum liability
- framing, glazing or mounting of flat items
- packing, transport, travel expenses and subsistence of couriers where these are required.

Where costs are incurred as the result of the loan, the NMLA will prepare an estimate of all our projected costs and send this to the borrower at the time the loan is approved.

3 Insurance

All objects lent by the NMLA must be fully covered either by a government indemnity where applicable, or by commercial insurance. In the case of commercial insurance, objects must be insured against 'all risks' and on a 'nail-to-nail' basis. Proof of cover, including copies of relevant insurance certificates or indemnities must be deposited with the NMLA at least four weeks before the objects are to be collected. Objects cannot be released without proof of adequate insurance or indemnity. Any cost of obtaining any valuation of the object which is required for the purposes of insurance shall be met by the borrower.

4 Condition report & conservation requirements

For all objects to be loaned out, NMLA staff (or an approved conservator) will prepare a condition report, to be agreed with the borrower prior to the collection date.

The condition of the object will be checked against the condition report prior to or on the return date, and the parties shall agree any differences, if any, in the condition of the object from the description in the condition report. Any significant changes will be noted in the Loan Out Agreement and further detail provided in the condition report.

5 Packing, collection and transport

NMLA requires at least two months written notice of the intended date for the collection of the object(s).

All packing, collection, transport and delivery arrangements must be approved by the NMLA before the object will be released on loan. Packing will be carried out either by NMLA archive staff .

The NMLA archives reserves the right to require and appoint a courier to supervise all handling, transportation and installation of the loan object during the loan period. When a courier is required for a loan, the borrower will be expected to pay for their travel, accommodation and subsistence. However, we recognize that courier costs can be significant to the borrowing institution and will work with you to try and keep these down. We will make these decisions on a case by case basis.

6 Security

Exhibition premises must be safe and secure in all respects and adequate safeguards put in place before any objects are released on loan. NMLA requires all borrowers to provide details of the facilities and security of their venues by completing the UK Registrars' Group Standard Facilities Report and the UK Registrars' Group Security Supplement, or national equivalent to satisfy this requirement.

Unless otherwise agreed twenty-four hour invigilation is normally required, although intruder-detector alarm systems during closed hours may be considered acceptable under certain circumstances.

Objects should be exhibited in locked showcases, or secure frames. The use of approved fittings and security screws may be stipulated to affix frames to walls. Alarmed showcases are required for the display of valuable and delicate objects.

7 Environmental conditions

The specific environmental requirements of each object will be specified in the Exhibition Loan Agreement. Our normal requirements for archival documents and rare books follow British Standard 5454:2000 (under revision as PD 5454), Recommendations for the Storage and Exhibition of Archival Documents, i.e.:

- Light levels at a maximum of 50 lux
- Temperature of 16-19°C
- Relative humidity 40-60%

Different conditions may be appropriate for the storage and display of artefacts, and the capacity of different institutions to offer these conditions will vary. We will therefore treat each application on a case by case basis and work with you to find the best way of ensuring suitable conditions for display.

Smoking, eating and drinking must not be permitted in the display area and adjacent areas, not only during exhibition itself but while the display is being mounted and when the exhibition is being dismantled.

8 Display

Works on paper and manuscripts will require suitable cradles, mounts or supports.

After they have been placed in the display case for exhibition, object(s) must be left undisturbed, except in the case of an emergency, until the display is dismantled.

No mark in pencil, ink, paint or any other material may be made on any object(s), nor may any existing mark or label be removed. No adhesives of any kind may be applied to object(s). Labels must not be affixed to the objects.

9 Photography and reproduction

The Object may not be filmed, photographed, video recorded, televised or otherwise recorded or reproduced during the loan period without the prior written permission of NMLA. In the event the borrower wishes to reproduce images of the object(s) for any purpose it shall submit to NMLA a separate application for Permission to Publish, and pay the necessary reproduction charges in advance.

10 Acknowledgement

Ownership must at all times during the exhibition be credited on any relevant label, text or image in respect of the object(s). This extends to the use of the object (or images of it) in any publication or media coverage arising from the loan (subject to permission to publish being sought, section 9).

11 Termination

If the loan is cancelled, for whatever reason, all reasonable costs will be borne by the borrower.