



Royal College of Art

Postgraduate Art & Design

College Collections

CONDITIONS OF LOAN AUGUST 2016

1. A formal application for each loan must be made in writing at least nine months in advance of the opening date of the exhibition. Applications should be emailed to special-collections@rca.ac.uk together with a scanned copy of the venue's facilities report, and confirmation that loans will be covered by insurance on a nail-to-nail basis. Loan requests without these supporting documents will be automatically declined.
2. All loan requests will be considered at the next committee meeting of the collection Custodians. For this reason, requests cannot be granted at short notice.
3. No request for a loan will be approved unless the College receives a signed copy of these Conditions of Loan from the prospective borrower. Where the borrower feels unable to meet the requirements of any of these clauses, the RCA shall be notified in order that the issues may be discussed and resolved to both parties' satisfaction before a loan may be confirmed.
4. Once a loan has been approved by the collection Custodians, and deemed fit for loan by conservators where appropriate, a flat administration fee of £150.00 + VAT per work from the art collection per institution will be charged to the borrower. In addition, the borrower will reimburse the College for any conservation, framing and packing necessitated by the loan. Such costs will be agreed in advance. A smaller fee may be charged where several works are borrowed from the archive, rare book or Printmaking collections, depending on the quantity and nature of materials requested.
5. Where artworks are stored externally, the release and return of these works, including completion of condition checks on issue and receipt, will incur additional handling costs. These costs are set by our art storers and are not negotiable. As of August 2016, they may be in the region of an additional £300.00 in total. Borrowers will be advised in advance if works are externally stored and likely to incur these charges.
6. Full details of proposed transport arrangements must be given. All transport and customs arrangements are the responsibility of the borrower and must be acceptable to the College.

7. The College may require a member of its own staff to accompany the loan(s) and supervise the unpacking and repacking of the work(s), see and approve the intended location and supervise the hanging or installation of the work(s).
8. The borrower must pay the travel and subsistence of the courier.
9. Where possible, the College (or its art storers) will prepare a condition report before packing and will provide the borrower with documentation and a photograph of the work(s).
10. Whether or not it has been possible for the College to supply a condition report, the borrower, on receipt of the loan, will acknowledge it immediately in writing, undertake its own condition check and photograph the work. A copy of the condition notes and digital photographs must be forwarded to the RCA for our records.
11. In cases of loans for an extended period the College reserves the right to make periodic inspections. Expenses incurred by staff will be met by the borrower.
12. The borrower must insure the work(s) for the value(s) specified by the College on a 'nail-to-nail' basis. A current certificate of insurance must be sent to the College before the release of the work(s). Where new or updated valuations are required specifically for the purpose of the loan, the borrower will reimburse the College for any arrangement costs incurred.
13. The borrower must maintain acceptable environmental conditions, adhering to any special requirements made by the College. A constant relative humidity within a range of 50-55% and a temperature range within 16-21 degrees C is usually acceptable, unless otherwise stated. Light-sensitive works, including prints, drawings and manuscripts, must not be exposed to daylight or to light levels over 50 lux. All daylight and/or fluorescent light sources should be fitted with ultra-violet filters.
14. Rare books, magazines and other fragile material for display should be adequately supported when necessary through the use of book cradles and supports made from inert materials, which do not unduly strain the binding structure.
15. Photographic prints from our archives will not normally be loaned, but it may be possible to provide copies at borrower's expense.
16. Works lent must not be tampered with in any way. Any damage or deterioration must be immediately reported. No treatment or alteration can be undertaken without the written permission of the College.

17. All packing and transport arrangements must be approved by the College. For touring exhibitions this will include transportation between venues at each stage.
18. On return the work(s) should be packed in the same way as for the outward journey by the courier. In cases where a courier has been appointed by the College, the packing of the work(s) for the return journey should be supervised by him/her.
19. To ensure safe movement of work(s) through customs barriers at ports of entry and exit the borrowers must arrange for their appointed agents to meet and escort all shipments and couriers on arrival and departure and during any transfer. Export licences, as required, must be arranged by the borrower.
20. All due care must be taken to avoid loss, damage or deterioration. Works must not be handled by unauthorised persons. Adequate security must be provided at all times, including during transportation and storage as well as during exhibitions.
21. The premises in which the works are to be exhibited must be, in all respects, safe and secure.
22. Prints, drawings, manuscripts and loose-leaf plates must be secured to the wall or exhibited in locked display cases of a standard approved by the National Security Advisor, Museums and Galleries Commission.
23. Filming or photography of works lent is not permitted except by prior agreement from the College.
24. Permission to loan the work does not constitute permission from the artist or artist's representative/estate for the work to be displayed. It is the borrower's permission to inform the artist or their representative of the proposed exhibition where necessary, and to seek any additional permissions required.
25. Information given about works lent in catalogues and on labels must credit the lender as follows: Royal College of Art
26. Two copies of any book, catalogue or other publication printed in conjunction with the exhibition must be sent to the Library.
27. These terms and conditions are correct as of August 2016 and may be further reviewed. They supersede any previous version of this document, and form the basis of any loan agreement. Any exceptions to these terms will be agreed separately and confirmed in writing.

I have read the RCA conditions of loan and will ensure that they are observed.

Signed _____

Name (please print) _____

Position _____

On Behalf Of _____

Address _____

Date _____

Work(s) requested

Period of loan: __/__/__ to __/__/__

Please return one signed copy to:

Neil Parkinson
Archives & Collections Manager
Royal College of Art
Kensington Gore
London SW7 2EU