

ARCHIVES AND HISTORIC COLLECTIONS DEPARTMENT

LOANS POLICY

1. Aim

Hatfield House Archives and Historic Collections Department seeks to document and preserve all of the collections at Hatfield House and other houses owned by the Cecil family. We will actively collect archival material, in all formats, originating from and relating to members of the Cecil family and their estates and businesses, to preserve these records and to make them available to the family, staff and members of the public, where it is thought appropriate. Books and objects are acquired at the initiative of the family. The department then manages the documentation and care of these items, on behalf of the family.

2. Policy

2.1 Purpose and scope

The archives and historic collections at Hatfield House and other houses owned by the Cecil family are part of a private collection and any loans are at the discretion of Lord Salisbury and the trustees. However, the department recognises the importance of the collections at Hatfield and the contribution that lending items from the collection can make towards furthering knowledge of the objects in our care and their contribution to wider history. The purpose of this policy is to set out the key principles that govern lending of such items, once the loan has been agreed by Lord Salisbury.

This policy applies to all requests for loans from the Hatfield collection, including archives, books, works of art, furniture and other historic objects..

2.2 Use of the policy

This policy is part of a series of policies that state the principles governing the management and care of the Hatfield House Archives and historic collections. These policies, along with strategic documents, plans and procedures provide a framework for decision making, planning and prioritising as well as for managing the day to day activities of the Archives and Historic Collections Department.

The policy will ensure that loans are managed according to agreed criteria and standards. It should be used by professional staff in the archives when administering loan requests. It will be supplied to institutions that request to borrow loans from the collection prior to any formal agreement. Preservation of items in the collection is the key priority when agreeing to a loan and this policy should be used in conjunction with the department's preservation policies in order to ensure that the preservation requirements of the item are met at all times.

2.3 Standards/legal framework

- Copyright, Designs and Patents Act, 1988.

- Spectrum 4.0 (The UK Museums Collections Management Standard)
- PD 54 54

2.4 Policy statements

2.3.1 Loan requests

- All requests will, in the first instance, be sent to Lord Salisbury, before any further checks and requests for information are made. The trust or individual who owns the item must agree to the request.
- Loan requests should be sent to the department at least 6 months in advance of the intended start date of the loan.
- Each loan request should specify a start and end date for the loan.
- Each request should be accompanied by a complete copy of the UKRG (UK Registrars Group) facilities report.
- Loans will only be made to properly established organisations, museums, galleries and venues.
- The borrowing institution must have fully qualified professional staff to administer the loan.
- If a loan is not agreed, a surrogate copy may be provided, subject to our reprographics policy.

2.3.2 Collections care

- Borrowers must adhere to the department's preservation policies for archives, books and objects, depending on the item being loaned.
- Displays of objects should adhere to nationally accepted standards.
- If the object is to be stored temporarily at any borrowing institution, then the temporary storage must meet the same accepted standards.
- The Archives reserves the right to request more information with regards display cases, lighting, climate control, security etc., which is not evident from UKRG facilities report.
- Items requiring conservation work will not be loaned unless the borrower agrees to undertake such conservation work themselves, using an accredited conservator agreed to by us.

2.3.3 Transport

- The borrower must use a courier specialised in handling works of art and archives
- Items being borrowed must be supervised at all times during transport by a suitable member of staff. We reserve the right to appoint a member of staff if necessary.

2.3.4 Insurance

- All items borrowed must be fully insured by the borrower for the duration of the loan, including when being transported.
- The Archives will provide a valuation of the item (if available) for insurance purposes. This must be kept confidential at all times.
- The Estate's insurers should be informed of the location and duration of the loan, along with any other information required by them.

2.3.5 Costs

- We do not make a charge for loans.
- All costs, including transport, packaging, photography and insurance should be paid by borrower.
- Any conservation work required should be paid by borrower.

2.3.6 Images

- Requests to use any images of the objects in a catalogue or publicity material should be submitted separately. We may be able to supply good quality images, subject to our reprographics policy.
- If photographs are taken of the object then copies must be supplied to us, with permission to use such photographs for our own purposes.
- Any copyright restrictions are the responsibility of the borrower and copyright should be checked and cleared by the photographer before any photography commences.

2.3.7 Loans documentation

- Each borrowing request should be accompanied by a fully completed UKRG facilities report.
- Institutions may provide their own loans documentation in addition to this.
- An agreement form should be signed by the lender and the borrower before the loan commences.
- All loans documentation will be retained in line with the records management policy and the current retention schedule.

2.3.8 Acknowledgements

- The loan must be acknowledged in the exhibition itself and any accompanying catalogue or other literature.
- Loans are courtesy of the Marquess of Salisbury/Hatfield House (or other wording agreed with us).

3. Related documents and policies

- Preservation policies
- Reprographics policy
- UKRG facilities report
- Records management policy
- Retention schedule

4. Approved by Lord Salisbury (signed and dated):

5. Review date

1 October 2017