

# SCIENCE MUSEUM GROUP

## Information for Borrowers

The Science Museum Group is the world's leading alliance of science museums, welcoming over five million visitors each year to its [five museums](#): the Science Museum in London; the Railway Museum in York; the Science and Industry Museum in Manchester; the National Science and Media Museum in Bradford; and Locomotion in Shildon, County Durham.

The Group cares for an astonishingly diverse and [internationally significant collection](#) of 7.3 million items from science, technology, engineering, medicine, transport and media. Each year we loan thousands of items from the collection to institutions in the UK and internationally as part of our commitment to enable greater public access to this unique national collection.

Loans are available from collection items not currently on display, or in exceptional circumstances from items on permanent display in one of our museums.

### Loan Purpose

The most frequent types of lending are short term loans for exhibition purposes and longer term loans for permanent galleries or similar. Long term loans are for a maximum of three years with an opportunity for the loan to be renewed after the first term, subject to availability and our standard checks.

Short-term loans for educational, academic or filming purposes may be possible, as well as operational locomotives from the collection held at the Railway Museum and Science and Industry Museum. Further information is available upon request.

We lend largely to other museums, galleries and similar institutions but will consider applications for other venues and commercial organisations.

### Application for a loan

Before submitting a formal application, please ensure you can meet the conditions listed on our [Object loans](#) webpage. Loan request letters should contain the reasoning for the request, the venue and approximate dates. Please list the requested object details and their object accession numbers.

Loan request letters may be sent to [Group.Registration@sciencemuseum.ac.uk](mailto:Group.Registration@sciencemuseum.ac.uk) or via post to the relevant museum (addressed to Registration).

We require at least six months' notice for loan requests within the UK and nine months' notice for international loans. Additional conditions exist for [loans between 2019 and 2022](#).

### Decision Making

The loan will be considered at the relevant collection committee, with input from curatorial, conservation and registration teams. If a loan is declined the reason will be explained in full. All loans are agreed in principal; pending checking into facilities, security and display requirements.

## **Loan Conditions**

### **Security and Environment**

Approval for a loan will not be given until the Science Museum Group (SMG) is satisfied that adequate security will be provided by the borrower. The standard of security required will vary with the nature of the item lent, the place of exhibition and the degree of public access allowed. A security assessment will be requested to the Arts Council England's National Security Advisor for each loan.

The borrower will be asked to complete a UK Registrars Group Facilities Report and Security Supplement, and where applicable, a Display Case Supplement. The venue will also need to provide at least three months' worth of environmental data from the display area, ideally referencing the same time of year. A loan will not be approved unless the borrowing institution can provide suitable environmental conditions. SMG will advise on the specific environmental and display conditions required for each object once the loan has been agreed.

### **Insurance**

There are various options for insurance for loans out which will depend on the type of institution requesting the loan, in addition to its location and advice provided by the Arts Council England security assessment. For long term loans insurance valuations may be reviewed periodically and the insurance arrangements will need to be amended accordingly.

Loans to museums and non-commercial institutions within the UK will be lent in accordance with Government Indemnity Scheme (GIS) guidelines for national museums.

For international and commercial loans, the borrower will need to provide commercial insurance or adequate cover through an indemnity scheme. These will need to be "nail to nail" and at a minimum match cover offered by the GIS.

### **Packing and transport of objects**

The borrower is responsible for appointing and paying for a GIS compliant transport agent, to be agreed by SMG before the arrangements are made. The transport agent will normally pack the items for loan as well as transport them. If SMG is required to pack the items a charge may be applied.

SMG may stipulate that couriers travel with the items and/or are present for installation and de-installation. Courier costs are paid for by the borrower, these include (but are not limited to) travel, overnight accommodation and per diem.

### **During the Loan period**

During the loan period SMG may ask for condition reports. Regarding long loans a member of SMG may need to visit the borrowing institution to inspect the objects and to confirm that the conditions of loan are being met. Any costs incurred would be at the borrower's expense.

### **Loan Costs**

#### **Preparation of objects**

All charges for conservation work are passed to the borrower. These are charged as an hourly cost, with a minimum of three hours' work per object for condition assessment, condition checking and cleaning.

The estimate conservation costs will be confirmed when the loan is agreed. Should a loan be withdrawn the borrower will be responsible for all conservation costs incurred to that date.

### **Other Costs**

Commercial and international borrowers will be charged a loan administration fee. This is calculated as follows:

1–3 object loans per venue: £700

4–8 object loans per venue: £900

More than 8 objects per venue: fee provided by request

### **Documentation**

#### **Loan Agreement**

SMG will provide a loan out agreement confirming the conditions of loan, object details and display specifications.

#### **Other Documents and Information**

Dependent on the loan type the borrower may be asked to provide display case layout drawings or specific access and handling method statements

The borrower will be asked for invoicing information once the loan has been agreed and may be asked to complete a SMG New Supplier form.

### **Acknowledgements**

The following acknowledgment should be used in all exhibition labels or catalogue entries:  
Science Museum Group