



# RCS

## MUSEUMS AND ARCHIVES

ADVANCING SURGICAL STANDARDS

### Museums and Archives Loans Policy

**Collections:** The Museums and Archives of The Royal College of Surgeons of England, including Deposited and Corporate Archives; the Hunterian Collection; the College Museum; the Wellcome Museum of Anatomy and Pathology; the Odontological Collection; the Historical Instrument Collection; the Special Collections and associated reserve collections.

**Governing body:** The Council of Royal College of Surgeons of England ('the College') / Board of Trustees of the Hunterian Collection

**Date approved by Trustees of the Hunterian Collection:** 1 February 2012

**Date approved by College Council:** 8 March 2012

**Date for review:** March 2017

#### 1. Scope and purpose of the policy

- 1.1. This policy covers loans of archival material or museum objects ('material') to and from the Royal College of Surgeons Museums and Archives for any duration.
- 1.2. The Council of the Royal College of Surgeons of England ('the College') holds collections of outstanding medical, scientific, historical and cultural significance. Loans will be made for specific purposes that further the College's aims for these collections:
  - 1.2.1. To enhance the College's reputation by raising awareness of surgeons and their work in society.
  - 1.2.2. To aid the professional work of the College by providing training resources.
  - 1.2.3. To facilitate and generate excellent medical, scientific, historical and other research.
- 1.3. Loans offer the opportunity of extending access to items which would otherwise remain in store and facilitates research which could not otherwise be carried out. The College is therefore keen to enhance access to its collections by lending accessioned items to other museums, educational or research institutions, within available resources and subject to loan conditions.
- 1.4. This policy does not cover material held in the College's Library and Surgical Information Services.
- 1.5. The College will loan to institutions rather than individuals; the College will not loan for commercial use. Ethical considerations will be taken into account, especially in relation to human remains, see (3) below.
- 1.6. For the purposes of research requests, the College's Museums and Archives Research Policy should also be consulted.

## **2. Preconditions**

- 2.1. The benefit of increased access to collections and the benefits of research must be offset against the amount of work and time involved in setting up these loans and the responsibility of the College to its strategic aims. Loans will only be made or received if staff time and other necessary resources are available.
- 2.2. All loans must be approved by the Director of Museums and Archives. Loans with significant resource implications or potential to impact on College reputation will be referred to the Museums and Archives Committee. Loans from the Hunterian Collection must also be subject to agreement of the Board of Trustees of the Hunterian Collection.
- 2.3. In general the borrowers must demonstrate that the loan will either provide greater public access to material than would otherwise be possible, or will facilitate research that could otherwise not be undertaken. Loaned material will normally be from our reserve collections, but material currently on exhibition may be made available for loan under exceptional circumstances.
- 2.4. The College will not lend to any exhibition which includes objects that are known or suspected to have been stolen, illegally excavated or illegally exported or imported as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.
- 2.5. Material will only be lent if it is:
  - 2.5.1. in a suitable condition for transportation;
  - 2.5.2. in a suitable condition for the proposed use;
  - 2.5.3. unlikely to be exposed to undue risk;
  - 2.5.4. to be housed in conditions suitable for their preservation.
- 2.6. Further conditions may be imposed depending on the nature of the material borrowed.
- 2.7. In the case of sensitive, valuable and/or manuscript material, the College may require courier(s) to accompany the loan in transit or installation.
- 2.8. All loans will be agreed for a specified period, with a maximum of five years in exceptional circumstances. No inward or outward loan will be made for an indefinite period or as a 'permanent loan'. It is the recipient's responsibility to return the item(s) by the agreed return date. The borrower should contact the College one month before the expiry date is reached. Loans may be renewed at the agreement of both parties.
- 2.9. The borrower must adhere to all conditions specified by the College and notify the College immediately if these conditions cannot be met. Failure to comply with the conditions of the loan may result in the material being recalled. In exceptional circumstances the College may need to withdraw loaned material even when all loan conditions have been met. In this case a three month notice period will be given.
- 2.10. The borrower must meet all actual costs incurred in the preparation and administration of the loan material. If the time involved is significant – especially for international loans – the borrower may incur staff time charges. Expense categories and if possible approximate costs will be agreed in advance.

## **3. Human remains**

- 3.1. Under the terms of the Human Tissue Act 2004, the loan of human remains less than 100 years old for the purposes of public exhibition or research is not permitted

except to institutions in possession of a valid licence issued by the Human Tissue Authority.

- 3.2. Requests for loans of human remains outwith the terms of the Human Tissue Act will be referred for consideration by the Museums and Archives Committee.
- 3.3. Borrowers will be expected to comply with the general requirements of the Human Tissue Act and the most recent UK Government guidance regarding retention and display, and will be expected to demonstrate due sensitivity to the ethical issues surrounding the use of human remains.

#### **4. Loan requests**

- 4.1. College should be approached as early as possible, and may provide advice concerning the selection and general availability of material for loan. Where practical an advance visit should be made.
- 4.2. Loan requests should be made in writing at least six months in advance of the required collection date for UK loans (twelve months for international). In extraordinary circumstances loans at shorter notice may be considered.
- 4.3. Loan requests must include the following information:
  - a. Details of the required material including catalogue numbers and brief descriptions.
  - b. Details of the borrowing institution and name, position and contact details of the responsible officer.
  - c. Proposed dates of the loan.
  - d. If intended for an exhibition, a description of the exhibition and venue(s), including environmental and security arrangements in the form of the standard UK Registrar's Group Standard Facilities Report, Security Supplement and Display Case Supplement.
  - e. If intended for other purposes, the objectives and proposed outputs of the project, information about the participants, and details of storage environment and security arrangements.
  - f. A statement of insurance or indemnity arrangements to be made.
- 4.4. A written response will be sent detailing the College's decision. If agreed, borrowers will be provided with information including packing and transport requirements; display, environmental and handling recommendations; valuation for insurance purposes; physical details and condition information.

#### **5. Outgoing loan procedures**

- 5.1. It is the recipient's responsibility to arrange appropriate insurance cover for the item(s), including insurance of the item(s) whilst in transit. Insurance should be for replacement value. College will only release the material if a copy of the insurance document has been provided.
- 5.2. A loan agreement with conditions will be signed by each party in advance for the loan period. Condition reports for the objects will be completed before and after transport to and from the loan venue and copies provided for the lender and borrower.
- 5.3. The borrower will inform the lender of the loss of the object(s) or of damage of any nature, including any discovered on first receipt/delivery.
- 5.4. The borrower will not clean, restore, repair or alter the objects on loan in any way without the prior written permission of the College. The borrower will provide

reasonable access to loan objects to College staff. Loans will be monitored with periodic reports on the material's physical and environmental conditions.

- 5.5. Loaned items must not be photographed, filmed, televised or copied in any way without College's prior written agreement.
- 5.6. Depending on the collection, loans shall be acknowledged as appropriately on labels, publications and in any associated outputs to:
  - a. "The Royal College of Surgeons";
  - b. "The Royal College of Surgeons Archives";
  - c. "The Hunterian Museum at the Royal College of Surgeons"; or
  - d. "The Board of Trustees of the Hunterian Collection".
- 5.7. The borrower will provide the College with a copy of any catalogues of other published outputs relating to the loaned material.
- 5.8. Material lent for purposes other than exhibition will be kept in stable environmental condition. Material should be supervised by the borrower when in use and secured when not in use. The borrower is responsible for ensuring that only authorised individuals have access to the objects.
- 5.9. The College will keep the borrower's details in accordance with the Data Protection Act 1998.

## **6. Incoming loan procedures**

- 6.1. The College will accept items on loan from individuals or organisations for the purposes of exhibition, learning or research, where no suitable alternative from its own collections is available. Occasionally the College will accept loans for other reasons, such as identification or conservation.
- 6.2. Loans in to the College must be agreed by the Director of Museums and Archives.
- 6.3. The museum will verify the ownership of all incoming loans to ensure that the current owner is legitimately able to lend the items and will apply the same strict ethical criteria to loans as to purchases.
- 6.4. Loans will only be accepted if the College is able to provide a standard of care equivalent to that given to items in its permanent collection.
- 6.5. A loan agreement will be made in writing and signed by the owner and the College. Such agreements will be for specified periods, though they may be renewed at the agreement of both parties.
- 6.6. The College will ensure that insurance or indemnity cover is provided for the loan period.
- 6.7. The condition of all loan material will be assessed on arrival and departure.
- 6.8. Details about each item, including its location, will be entered in the College's collections management system. Each item will be assigned its own unique entry number.
- 6.9. If at the end of the loan period the original Lender cannot be contacted the College may, after a period of due diligence when all reasonable efforts have been made to trace the original owner, either acquire the material as an acquisition or dispose of it in accordance with the College's Museums and Archives Acquisition and Disposal Policy. If the original donor has died since the loan was received the College will contact the executor if known. If current legal ownership of the object is in any doubt professional advice will be sought.