LIMERICK MUSEUM

1.7 LOAN POLICY

Date Approved:

Date to be Discussed Annually:

Review Period: 5 Years

Review Date:

1.7 LOAN POLICY

This policy regulates the following:

- The lending of items from Limerick Museum to other institutions.
- The borrowing of items into Limerick Museum from other institutions or private owners.

MISSION STATEMENT OF LIMERICK MUSEUM

- To collect, preserve and exhibit objects that illustrate and provide insight into the history and cultural heritage of Limerick City and County, creating a vibrant and accessible space that promotes learning, understanding and appreciation among our community and visitors to Limerick.

The policy will be discussed internally on an annual basis will be formally reviewed every five years.

Guiding Principles

1. **Criteria Governing Loans Out at Limerick Museum:**

- Loan requests can only be authorized by the Curator or Assistant Curator of Limerick Museum.
- Decisions regarding the lending of artefacts will take conservation, documentation and transportation requirements into account.
- Only objects that are the property of Limerick Museum will be considered for lending. Under no circumstances will Limerick Museum lend objects that are on loan to it from other sources.
- A formal loan request in writing must be made to the Curator or Assistant Curator of Limerick Museum. This request should stipulate the list of items and their accession numbers, the purpose of the loan, the proposed dates, and the borrower's contact details. If the objects are intended for exhibition, then the title, theme and duration of the exhibition must be included.

- Formal requests must be made a minimum of six months in advance in the case of loans for exhibitions and a minimum of three months in the case of loans for research purposes.
- Limerick Museum will generally require a confidential Facilities Report to be completed by the borrower and a venue inspection may also need to take place before a loan agreement is entered into. A Facilities Report must be completed and returned to the Curator or Assistant Curator at least three months before the proposed commencement of the loan.
- If the Facilities Report proves successful and a loan is approved, the objects are made the subject of a detailed Outgoing Loan Agreement.
- The Loan Agreement will be a legally binding contract between the two parties. The loan will not proceed until a copy of the Loan Agreement has been signed and returned to Limerick Museum.
- The borrower must provide commercial all-risk insurance for the objects from the time of departure from Limerick Museum until their return there, i.e. 'nail to nail' cover. Valuations of items for insurance purposes will be made by Limerick Museum based on the current market value of the items.
- Limerick Museum will appoint a staff member, either the Curator, Assistant Curator, or another staff member trained and experienced in object handling and collection care, to oversee and approve the methods of couriering, packing, transport and installation of loan items.
- Limerick Museum will provide condition reports to be signed by both parties – both lender and loanee. This will include a photographic record of the loan which will be taken and maintained by Limerick Museum.
- Any damage to loan objects must be immediately reported to the Curator or Assistant Curator of Limerick Museum. Any breaches of security or unintentional damage to the case or cases in which Limerick Museum's artefacts are displayed/stored, must be reported immediately to the Curator or Assistant Curator of Limerick Museum, whether or not the loan items were affected.

- The borrower will be responsible for all reasonable costs associated with the loan, which will be specified by Limerick Museum before the Loan Agreement is signed. This may include costs relating to conservation, packing, photography, display preparations and transport. Courier travel, accommodation and subsistence costs will normally be paid by the borrower directly to Limerick Museum. These costs will be based on current local authority rates for travel and subsistence. Limerick Museum will cover the cost of administering the loan.

- It is the responsibility of the borrower to apply for the necessary export licenses and to have these in place before any Loan Agreement is signed.

- Limerick Museum will continue to hold all intellectual property, photographic, filming, and publication rights over artefacts loaned out from the collection. A rights and reproductions form from Limerick Museum should be sought by the borrower and completed with signed permission from the Curator for any reproduction.

- ‘Loans In’ and ‘Loans Out’ agreement forms will be kept on file. Limerick Museum will maintain a ‘Loans Out’ record on the ‘Loans Out’ section of its Collective Access database, while a ‘Loans In’ schedule will be maintained on the museum curators PC to allow for timely loan renewals.

2. Basic Security and Environmental Requirements

- All Limerick Museum items must be provided with a stable environment. Unless otherwise stated on the schedule of items, this will be a temperature in the range of 18 – 22° c and relative humidity in the range of 40-65%, ideally with fluctuations of no more than 5% within an hour. UV radiation must be kept below 75 microwatts per lumen. Light levels for the items will be set by the Curator or Assistant Curator according to the sensitivity of the objects concerned.

- The borrower is required to have adequate security arrangements in place at the venue, including as a minimum standard a 24-hour monitored security and fire alarm.

- In the case of objects on loan for exhibition, Limerick Museum will specify display conditions for each item and these should be discussed with the Curator at least six months in advance. These stipulations will be dictated by the security and environmental conditions required for the loan of items or collections.

- Display cases used to exhibit loan objects must be of an acceptable museum standard for reasons of conservation and security and should comply with the following stipulations ..

  1. The cases must be stable, ensuring that objects are protected from vibration and knocks.
  2. All joints and doors must be dust-proof and the case airtight.
  3. All materials used to make the case must be completely inert.
  4. Oil based paints and felt should not be used in the display case.
  5. Internal linings must be fixed with staples or equivalent and not glued.
  6. The case must be completely secure, access being controlled by means of locks or panels fixed with security screws, which are secured once installation has taken place.
  7. The interior of the case should not be painted unless a minimum of 3 weeks has elapsed before the object is installed. Any paintwork or varnish to the exterior of the case should be completed at least 72 hours prior to installation of the items.
  8. The case should not have internal lighting. Lights should be housed in a separate compartment to the objects with a UV absorbent daylight filter between the lamps and the object.
  9. Any glass used in the case must be a minimum of 7.5 mm thick laminated glass. If the object is of high value the case must be of laminated glass of at least 11.5 mm thickness and fitted with alarms that respond to vibration and to interference with locking mechanisms.

- Borrowers must provide easy and safe access for the installation of loan items, as well as a secure area for unpacking and packing.

- Limerick Museum's loan must be acknowledged on all related exhibition labels and in any publication relating to the loan.

- It is not permissible to publish any photographs or film of loan items - or reproduce images of loan items for exhibition, educational, publicity or promotional reasons - without the written consent of Limerick Museum. If photographs of loan items are required, borrowers should allow sufficient time for photography to take place in advance of the commencement of the loan. The borrower will cover the cost of any photography required. Selected reproduction rights will normally be granted free of charge. Limerick Museum items and their associated documentation will remain the intellectual property of Limerick Museum.

- Guidelines for handling, packing and transportation in the event of an emergency will be provided by Limerick Museum.

3. Criteria Governing Loans In

- In general, Limerick Museum does not accept long-term loans - the preferred method of acquisition being permanent deposit or purchase. In exceptional cases, a privately owned item of major importance that falls within the scope of Limerick Museum's collections policy may be accepted on a finite long loan – but as stated only in exceptional circumstances, and as and when decided by the Curator or Assistant Curator.
- No item will be received on 'permanent loan', a term that has no legal status.
- Limerick Museum may seek loans from external sources for exhibition or research purposes, namely from museums, research institutions or private individuals.
- The acceptance of items on loan may only be authorized by the Curator or Assistant Curator.
- Limerick Museum will demonstrate the same care and precautions for the safe custody of objects received on loan as for the safe custody of its permanent collection.
- Limerick Museum will abide by all conditions attached to loans set by the lending institutions.
- The period of all loans will be agreed in writing between the Curator/Assistant Curator and the owner of the item at the time of deposit. Where the term of a loan has expired, it may be renewed or extended for further finite periods, at the discretion of both the owner and the Curator/Assistant Curator.
- All loans must be accompanied by the appropriate documentation.

- The condition of the loan material will be checked on arrival and on departure by either the Curator/Assistant Curator or an authorized staff member.
- The Museum is a designated museum as described in the National Cultural Institutions Act 1997 and in the National Monuments (Amendment) Act 1994. The Museum is therefore legally entitled to retain objects on behalf of the State. The National Museum of Ireland will only lend objects to designated museums.
- Archaeological objects acquired by Limerick Museum under the National Monuments (Amendment) Act 1994 may be borrowed from Limerick Museum once the venue meets the conditions of this Loan Policy and those detailed in the Loan Policy of the National Museum of Ireland.

1.8 THE MUSEUM'S KEY AIMS AND OBJECTIVES

To be a dynamic and inclusive cultural centre that preserves and celebrates the rich heritage of Limerick City and County. We aim to inspire curiosity, share knowledge and generate pride among our diverse community in Limerick's history and culture through engaging exhibits and educational programmes.

Our Goals

1) Achieve accreditation under the Museum Standards Programme for Ireland

2) Expand the Museum's space in the Friary Building

3) Develop the Museum's online presence

4) Increase public engagement and visitation to the Museum

5) Strengthen the organisation structure and systems

6) Build a supportive network of external relationships.

Please see section 4.4 of Museum Strategy titled **Goals and Objectives 2024-2030.**