

## **UBC Museum of Anthropology Borrowing Conditions for Loans to Institutions: A Guide**

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This brief guide to borrowing conditions and loans procedures is intended to provide potential borrowers with information on current practices at the UBC Museum of Anthropology (MOA) to enable them to plan for loans more effectively. MOA's internal process is complex and can take more time than one might expect.

### **Can materials from MOA's collections be borrowed?**

Yes, outgoing loans are an important function of the Museum of Anthropology as they increase both physical and intellectual access to the collections and encourage research and publication. MOA has collections of local, national, and international importance and has an active history of lending objects within Canada and internationally.

Requests involving the loaning out of objects from MOA's collections will take into account such factors as: the purpose of the loan, the venue(s) and its environmental and security conditions, the time frame involved, the condition of the object(s) requested, and existing MOA staff commitments.

### **To whom does the Museum consider lending objects from its collections?**

MOA considers loans to both large and small museums, art galleries, and cultural centres, locally, nationally, and internationally, as long as MOA's loan criteria are met. The Museum also considers loan requests from originating communities and families for ceremonial or related purposes.

### **Who is responsible for approving outgoing loans?**

All requests to borrow objects are subject to the Director's approval on the advice and recommendations of the collections, conservation, and curatorial staff. These staff members will make their recommendations based on a variety of factors, such as: the results obtained from a detailed Facilities Report provided by potential borrowers and each venue that will house the objects; the needs and requirements of each object requested; any relevant restrictions; the transportation of the object(s); a review of already scheduled projects; and the availability of museum staff time and resources as well as factors mentioned above.

### **What are the insurance requirements regarding objects loaned out?**

Borrowing institutions are required to insure loans of objects 'wall-to-wall' under an All-Risk Fine Arts policy. MOA must receive a Certificate of Insurance, indicating that the University of British Columbia, Museum of Anthropology is the additional insured. MOA must be in possession of the Certificate of Insurance before the object(s) requested are released to the borrower or shipper.

### **To whom should a request for a loan of objects be directed?**

Loan requests should be submitted, in writing, to the Director well in advance of the date the material is required (see page 3).

Director  
UBC Museum of Anthropology  
6393 Northwest Marine Drive  
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### **Does the Museum give priority to particular types of requests?**

Priority is given to requests that increase access for First Nations peoples and for local institutions. Priority is also given to requests for specific artifacts that cannot be obtained from other institutions or individuals.

### **Does the Museum place a limit on the number of objects that can be borrowed?**

There is no maximum for the number of objects available for loans; the size of loan requests, however, may have to be limited for a variety of reasons such as staff and space availability. This will be decided on a case-by-case basis.

### **Will the Museum select objects for a prospective borrower according to specified criteria?**

No, it is not possible for MOA staff to select items on behalf of prospective borrowers. It is the responsibility of the borrower to provide a list of pre-selected items to the Museum. This list can be compiled in a variety of ways. The borrower (or a representative) can visit the Museum to look through the Multiversity Galleries and catalogue records, and/or browse through published materials that feature objects from our collections. Also, staff members can assist borrowers seeking specific objects or types of objects by facilitating a search of the Museum's database. Staff will determine which items are available for loan from the borrower's tentative list.

### **How much advance notice is required to process a loan?**

MOA's internal approval process for loan requests can take up to three months. The Museum therefore appreciates as much advance notice as possible, so that staff members have adequate time to respond and work through the details involved in the loan process. Depending upon the size of the request, a minimum of three-to-six months is needed to process local and Canadian loan requests. International loans can take up to twelve months to process.

### **What information should be sent to MOA with the initial loan request?**

The initial loan request should be in writing and include the following:

1. Who is requesting the loan
2. Where the object(s) is needed and the dates it/they are needed
3. Why the object(s) is being requested
4. Contact information for correspondence
5. Borrower's Facility Report

If possible, loan requests should be accompanied by a Borrower's Facility Report. If an institution does not have an existing report, MOA can provide a blank one on request. If the objects will be part of a travelling exhibition or will be displayed at a venue other than the borrower's, MOA

requires a Facility Report for each of the venues before the loan can be approved. If possible, these too should accompany the initial loan request.

The Facilities Report should contain such information as: a list of staff members at the borrower's institution who will be directly involved with the loan; insurance requirements; a description of recent losses or damages incurred at the borrower's institution; information on the building and the gallery/galleries where the loaned objects will be displayed; environmental information related to lighting, heating, temperature and humidity control and pest control; emergency preparedness; security and fire protection; display techniques; and a short history of loans for the borrowing institution.

### **How will a potential borrower know a loan has been approved?**

When a loan request is approved, a Museum representative will send a letter stating the Museum's approval, confirming the object(s) being requested, and an estimate of the loan costs. Loans are subject to the terms of the UBC Museum of Anthropology's Loan Agreement. An Agreement will be drawn up specifically for each loan and will indicate the responsibilities of the borrower.

### **What costs might a potential borrower expect to incur?**

The UBC Museum of Anthropology is obliged to recover the costs of loans. The following provides an idea of the costs that might be incurred by a potential borrower:

#### **Administration fee**

\$50 per object approved for loan within Canada; \$100 for objects outside Canada. This fee covers the cost of preparing condition reports, and conducting in-house appraisals and administrative work for each item.

#### **Conservation work**

\$50 per hour if required on objects before they can be loaned (includes the cost of any mount-building).

#### **Packing**

\$30 per hour.

#### **Packing materials**

At cost. Whenever possible, MOA will attempt to reuse existing crates to keep costs reasonable.

#### **Customs and broker expenses**

At cost.

#### **Outside appraisal**

At cost, if needed to update insurance evaluations on loan objects.

#### **Shipping**

At cost. It is the borrowing institution's responsibility to cover these costs. Shipping arrangements will be negotiated between MOA and the borrowing institution to meet MOA's standards.

#### **Courier**

At cost. Should MOA require a courier to accompany the requested object(s), the borrower is responsible for paying for transportation, accommodation, and per diem expenses for him/her. When possible, all costs will be billed to the borrowing institution at the time the loan is shipped out, or when a MOA courier is involved, at the time a loan is returned to MOA.

### **When should objects on loan be returned?**

Objects must be returned to MOA on or before the end-date specified in the Loan Agreement.

**Can Loan Agreements be renewed?**

MOA will consider renewing object loans if written requests for renewal are received at least six weeks prior to the end-date on the Loan Agreement.

**What is the procedure if a borrower wishes to include images of the object(s) in an exhibition catalogue or book?**

If images of the object(s) that MOA has loaned to the borrower are to be published in a book or catalogue, the borrower must provide MOA with the title, author, publisher, date, and ISBN number of the publication for the loan file. The borrower must also complete a Photography Application Form, available through MOA's Communications Department.

The Museum must be acknowledged in the publication. Please use the following credit line, **Museum of Anthropology, University of British Columbia, Vancouver, Canada**. In addition to the credit line, the MOA identification number(s), the artist's name and community affiliation (if applicable), and photographer (if applicable), should be included.

**What information should be included on display labels?**

Please use the standard credit line, noted above, as well as MOA's identification number(s), and the artist's name and community affiliation (if applicable).

Note: In cases where the Museum does not hold full copyright, it is the responsibility of the borrower to contact, obtain permission, and pay the appropriate fees to all copyright holders (including living artists and communities) of the objects in the exhibition for both display and reproduction.

In some cases, where copyright is not required, MOA may require the borrower to seek permission from an originating community, artist, or organization for ethical and moral reasons, depending upon the nature of the request.