

# GUIDELINES FOR LOANS TO INSTITUTIONS

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## **Borrowing conditions: Loans to Institutions**

This brief guide to borrowing conditions and loans procedures is intended to provide potential borrowers with information on current practices at the Museum of Anthropology at UBC (MOA) to enable them to plan for loans more effectively. The Museum'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 MOA as they increase both physical and intellectual access to the collections and encourage research and publication. The Museum 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 the Museum'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 MOA consider lending objects from its collections?**

The Museum of Anthropology 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. These factors take into consideration: the results obtained from a detailed Facility Report provided by potential borrowers and each venue (which 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 both the Additional Insured and Loss Payee. 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?**

Requests should be submitted, in writing, to the Director well in advance of the date the material is required:

**Director**  
**Museum of Anthropology at UBC**  
 6393 NW Marine Drive  
 Vancouver, BC V6T 1Z2  
 T 604.822.5052 | F 604.822.2974 | E info@moa.ubc.ca

### **Does MOA give priority to particular types of requests?**

Priority is given to requests which 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 MOA 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 MOA 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 Gallery component and catalogue records, and browse through published materials which feature objects from our collections. Also, the borrower can search the Museum's collection online. 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?**

The Museum appreciates as much advance notice as possible for loan requests so that staff members have adequate time to respond and work through the details involved in the loan process. MOA requires a minimum of six months to process local and Canadian loan requests, and a minimum of twelve months for international loan requests.

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

The initial loan request should be in writing and should 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

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 copy on request. If possible, the Facility Report(s) too should accompany the initial loan request.

The Facility 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 itself and the gallery/galleries where the loaned objects will be displayed, environmental information on 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.

**Note: 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.**

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

Borrowers will receive a written notice of 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 Outgoing Loan Agreement. An Agreement will be drawn up specifically for each loan and will indicate the responsibilities of the borrower.

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

The Museum is obliged to recover the fees of loans. The following list provides an idea of the fees that might be incurred by a potential borrower.

Administration fee	\$100.00 per object approved for loans within Canada \$150.00 per object approved for loans outside of Canada
Object preparation work	\$75.00 per hour. Includes condition reporting, mount-building (if required), and conservation work (if required).
Packing	\$75.00 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 the courier's transportation, accommodation, and per diem expenses.
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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?**

The 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?**

Borrowers must apply for permission to use images of object(s) from MOA's collection by completing the Application for Use of Images and Archival Materials form, available on MOA's [website](#). If images are to be published in a book or catalogue, the borrower must provide MOA with two copies of the final publication.

The Museum must be acknowledged in the publication. Please use the following credit line, "Courtesy of the Museum of Anthropology at UBC." In addition to the credit line, the MOA identification number(s), the artist's name and community affiliation (if applicable), and photographer (if applicable), must 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.**