



SOCIETY OF
ANTIQUARIES
OF LONDON

Loans from our Collections

How to borrow

The Society's collections at Burlington House and Kelmscott Manor contain the many unique treasures of Britain's oldest Learned Society, among them antiquities of international importance, and we are committed to sharing them.

Our library holds around 100,000 titles dating from the 1470s to today, and our collection of historical manuscripts date from the 10th century onwards. The Society also has an extensive Prints and Drawings collection, mostly dating from the 18th century, and over 40,000 museum objects collected by the Society's Fellows from 1707 onwards. Highlights include detailed records of lost buildings and objects, paintings of ancient sites and landscapes by Constable, Girtin, Turner, Blake and other commissioned artists, royal portraits from Henry VI to Mary Tudor, and rare historical manuscripts.

1. Lending Policy

We consider sympathetically all requests for loans, but we can only lend to institutions that meet and agree to the required conditions of security and environment set out in our ***Conditions and Policy of Loans*** (p.3), which should be read in conjunction with this document.

All loans go through a formal approval procedure.

2. Preliminary Enquiries

We welcome all enquiries regarding loans. Please use or [online collections catalogue](#) to search our manuscript, archive and museum object collections and our [Library Catalogue](#) to search for printed books.

Note that not all our museum objects are available online yet. You are also welcome to visit us to view objects in person. Please email our Loans Administrator (efinney@sal.org.uk) for any enquires or to book an appointment.

3. Formal Requests

Formal loan requests for Burlington House and Kelmscott Manor must be made in writing to our General Secretary at least 12 months ahead of the proposed exhibition date. The letter should be addressed:

General Secretary
Society of Antiquaries London
Burlington House
Piccadilly
London
W1J 0BE

Please include in your letter:

- details of the object(s) requested with the SAL reference number(s)
- details of the exhibition venue(s)
- the names of the exhibition organiser(s) and curator(s)
- title and dates of the exhibition
- information about the scope of the exhibition and the significance of the requested object(s) within it
- If requesting a bound volume, it is essential to give details of the folio/page openings to be displayed.

4. Approval process

The Society will notify the borrower of the date of the next meeting at which the Library and Collections Committee will consider the loan and will report the Committee's decision within two weeks of the meeting.

The Society will commission a condition assessment of the object(s) (pre-loan agreement) to determine its ability to travel and be displayed. The borrower will be asked to pay for this assessment irrespective of the outcome.

The borrower will be required to meet and sign the ***Policy and Conditions of Loan*** (pg.3), and any other specific conditions decided.

The borrower will be asked to provide Security and Facilities reports for any proposed venue(s) (to UKRG standard) before completion of the loan agreement.

For initial loan enquiries please contact our Loans Administrator (efinney@sal.org.uk).

Policy and Conditions of Loan

Loans Policy

1 Introduction

- 1.1 The Society's collections at Burlington House and Kelmscott Manor contain many items of interest and the Society is committed to sharing them with a wider audience as far as is reasonable and practicable.
- 1.2 This policy covers all loans of objects for exhibition outgoing from the Society's collections at Burlington House and Kelmscott Manor.
- 1.3 In this document the use of the word 'Society' is understood to mean the Society of Antiquaries of London, and the word 'Borrower' describes any organization that has requested a loan from the Society's collections.

2 Principles

- 2.1 The Society will make loans for the following reasons:
 - to support the strategic aims of the Society
 - to make the collections more widely accessible within the United Kingdom and abroad
 - to further research, knowledge and scholarship relating to the objects in its care
 - to increase national and international co-operation
 - to promote the Society of Antiquaries of London and increase reputation and interest
- 2.2 The Society will take into consideration the condition of the object when deciding whether to lend.
- 2.3 The borrower must demonstrate that the inclusion of the Society's object(s) forms an essential part of the display, and the exhibition is intellectually valid.
- 2.4 The Society will lend only to other museums or properly established organisations and venues which are open to the general public.
- 2.5 The Society will not make loans in circumstances that would be damaging to its reputation.
- 2.6 The Society will not lend to any exhibitions which include objects known to have been stolen, illegally exported or illegally excavated.
- 2.7 The Society will consider lending to two venues as part of a touring exhibition. Touring exhibitions of more than two venues will only be considered in exceptional circumstances.
- 2.8 The Society reserves the right to decline objects for loan when:
 - the object is considered too fragile to travel
 - the lending of the object would have significant impact on the Society's displays
 - the object is an art work on paper and the exhibition extends beyond 4 months
 - the object is a panel painting and has been exhibited on loan within the last 3 years.

Preparing your request

3 Preliminary Enquiries

The Society welcomes enquiries ahead of a formal request for loan. Enquiries for objects, manuscripts, prints and drawings or printed materials from Burlington House should be addressed to the Museum Collections Manager or Head of Library & Collections, while the Heritage Manager should be contacted for objects from Kelmscott Manor.

4 Procedure

- 4.1 Formal requests should be made at least 12 months ahead of the proposed exhibition date and addressed to the General Secretary.
- 4.2 Loans will be considered by the Library and Collections Committee who meet three times a year. Due to the time it takes to consider all aspects of each loan and to organize the loan with the borrower, the Society cannot consider any loan request that is made less than 12 months ahead of the proposed exhibition opening date.
- 4.3 Formal requests should contain the following:
 - details of the object(s) requested with the SAL reference number(s)
 - details of the exhibition venue(s)
 - the names of the exhibition organiser(s) and curator(s)
 - title and dates of the exhibition
 - information about the scope of the exhibition and the significance of the requested object(s) within it
 - If requesting a bound volume, it is essential to give details of the folio/page openings to be displayed.
- 4.4 The Society will notify the borrower of the date of the meeting at which the Library and Collections Committee will consider the loan and will report the Committee's decision within two weeks of the meeting.
- 4.5 The Society will commission a condition assessment of the object(s) (pre-loan agreement) to determine its ability to travel and be displayed. The borrower will be asked to pay for this assessment irrespective of the outcome.
- 4.6 The borrower will be required to meet the Conditions of Loan in this document, and any specific conditions that may be attached to a particular object.
- 4.7 The borrower will be asked to provide Security and Facilities reports for any proposed venue(s) (to UKRG standard) before completion of the loan agreement.

Conditions of Loan

5 Conditions

All loans must comply with the Society's general conditions:

5.1 Costs

- 5.1.1 Borrowers are required to bear all costs incurred by both the Borrower and the Lender in connection with the loan of objects. The Borrower will be asked to meet the following costs:
 - nail to nail insurance
 - conservation related costs (including assessment, condition reporting, and treatment)
 - Art handling technician costs for decant, install, or rehang associated with the loan or replacement of any objects coming off display)
 - Preparation of objects for loan (mounting, framing, glazing, cradles, micro-climate enclosures, backboards)
 - packing and transportation costs
 - courier costs
 - display costs
 - photography costs
- 5.1.2 In addition to the above, the Society will charge a loan administration fee of £400 per object for UK loans and £1,200 per object for overseas loans to non-UK Borrowers. This charge

includes a maximum of 6hrs of staff time. Additional fees will be charged for large or complex items and/ or loans.

- 5.1.3 We reserve the right to waive or reduce loan administration fees for smaller borrowers and free exhibitions.
- 5.1.4 We will send the borrower an estimate of costs after approval of the loan request.
- 5.1.5 If a borrower cancels an approved loan request, the Society will charge for staff time and material costs incurred.

5.2 Insurance

- 5.2.1 Borrowers must ensure all loans are insured either by the UK Government Indemnity Scheme or some other indemnity scheme satisfactory to the Society. Objects borrowed must be insured by the Borrower against all risks from the moment the object leaves the Society (Burlington House or Kelmscott Manor) until the moment it returns. A copy of the insurance certificate must be submitted to the Society at least two weeks before the object is to be lent. Objects cannot be released until the Society is satisfied that adequate cover has been obtained or an acceptable indemnity has been provided.
- 5.2.2 Objects shall be insured or indemnified to the values stipulated by the Society.

5.3 Conservation

The Borrower will be required to cover the costs of a pre-loan agreement conservation assessment, any necessary conservation treatment (including travel costs for offsite treatment if required), the preparation of specialist conservation packaging for transit and the compilation of travel condition reports for each object. This will also include conservation assessments on return to the Society following the close of the exhibition and the updating of the travel condition report.

5.4 Security

- 5.4.1 Loans will only be made to a venue that has been approved by the National Security Adviser from Arts Council England or equivalent bodies for international venues.
- 5.4.2 All stages of the installation and de-installation of the exhibition must comply with modern security and conservation standards.
- 5.4.3 Information must be provided on the locking systems of showcases.
- 5.4.4 High-value objects require individual alarms, whether displayed inside or outside of display cases. A barrier is usually required around paintings that are unglazed or that have an ornate frame.
- 5.4.5 Any exhibition containing the Society's loans must be invigilated at all times when the exhibition is open.
- 5.4.6 For the purposes of record, security and insurance, detailed photographic travel condition reports must be compiled at the Borrower's expense before any object goes on loan. These will need to be updated at every stage of the exhibition (before and after any instance of transit, and on return to the Society).
- 5.4.7 Smoking, food and drink are strictly forbidden in any exhibition space containing Society's loans.

5.5 Packing, Collection, Transport and Shipping

- 5.5.1 The Borrower is expected to appoint an experienced fine art agent to undertake this work. The choice of fine art services agents should be discussed with the Society prior to the

approval of the loan. All packing must be carried out by fine art transit specialists or conservators approved by the Society or by Society staff themselves. In the latter case the Borrower will be charged by the Society for labour and materials.

- 5.5.2 For international loans the fine arts agent will arrange all customs and security clearance and ensure that the courier is given assistance at all ports of entry and exit. The Borrower is responsible for ensuring that customs inspection both there and back occurs at the place of exhibition. Objects must not be unpacked unless the courier is present.
- 5.5.3 Tentative dates for the despatch and return of objects before and after exhibition must be discussed at the time of the formal application for loan, and specific collection, delivery, installation and de-installation schedules must be agreed soon afterwards.
- 5.5.4 Transport must be by the safest and most direct route and adhere to the minimum requirements set out by the National Security Adviser. Transit by truck is preferred within Europe, where possible. Airfreight is used for intercontinental travel only. Business class travel is required for hand-carry courier arrangements.
- 5.5.5 A representative of the Borrower or the Borrower's agent must be present when the objects arrive at the point of entry to the host country and again at the borrowing institution.

5.6 Courier arrangements

- 5.6.1 A member of the Society's staff will escort the loan in transit and upon arrival at the venue, will undertake or supervise unpacking, physical examination and installation.
- 5.6.2 For large-scale loan exhibitions, the Society may require additional couriers who would accompany the Society's core couriers. The courier will have authority over all business relating to the loan.
- 5.6.3 Couriers are required for the whole duration of the journey from Burlington House or Kelmscott Manor (or a conservation studio for objects that have just received the required conservation treatment) to the place of exhibition and back, and, in the case of touring exhibitions, the Society will also send a courier to supervise transit between venues.
- 5.6.4 The number of couriers needed to ensure the safety of the loan and their travel and subsistence expenses in accordance with Society standards must be agreed between the Society and the Borrower before the loan is despatched.
- 5.6.5 When escorting the loan and travelling by air the courier will fly business class.
- 5.6.6 The borrower will arrange and pay for the accommodation for the courier(s) and provide a pre-arranged level of subsistence to the courier(s) upon arrival to cover food, travel and other reasonable expenses.

5.7 Environmental Conditions

- 5.7.1 Specific environmental and display conditions for each object will be outlined to the Borrower prior to the loan. The Borrower must provide details of how it proposes to meet and control those conditions.
- 5.7.2 For objects which are particularly sensitive to changes in ambient temperature and relative humidity (such as panel paintings) or to excessive levels of lighting (such as works on paper) these factors must be controlled. The controlled conditions must be maintained throughout the period of the loan. The Borrower must provide the Society with environmental monitoring records during the exhibition when requested. If, for any reason the conditions cannot be maintained due to an emergency break-down of the environmental controls equipment, the Society must be informed immediately.
- 5.7.3 On arrival at the venue a period of time, usually 24 hours will be required for the object to acclimatise before being unpacked and installed.

- 5.7.4 In the case of environmentally sensitive material, the Society reserves the right to send a member of its staff or a conservator to inspect the provisions made for environmental control either before or at any time during the proposed exhibition, or to send a conservator as a second courier with the loaned objects. The costs of such visits must be borne by the borrowing institution.
- 5.7.5 The Society also requires that all objects are monitored throughout the exhibition by suitable environmental monitoring devices and that the readings are sent to the Society at regular intervals.

5.8 Display

- 5.8.1 All display arrangements and specifications must be agreed with the Society, including the construction of showcases, the use of approved fittings, security screws, method of attaching the object to the wall or display mount, and the type and position of artificial lights. Details are also required of mounting cloths, papers and adhesives where appropriate. The Society may ask for samples of any materials used in association with the proposed display of the objects.
- 5.8.2 The borrower will include a written acknowledgement to the Society in the display label.
- 5.8.3 Interpretation of and any information about the loan item must be factually accurate. The borrower must send draft text to the Society for approval before printing and/or publishing it.

5.9 Care and Treatment of Objects

- 5.9.1 The handling of an object belonging to the Society must be restricted to suitably qualified persons, or under the direct supervision of the responsible conservator of the borrowing institution. Once installed the object must remain there until the end of the exhibition, and should not be handled, moved or cleaned without the written permission from the Society.
- 5.9.2 Any instance of deterioration of, or damage to an object on loan must be reported immediately to the Society. The object should not be removed without the written permission of the Society unless immediate removal is necessary to prevent further damage.
- 5.9.3 On no account must conservation or repair of an object belonging to the Society be attempted without the agreement of the Society. The Society reserves the right to send its own representatives to inspect and if necessary to conserve the object at the expense of the Borrower.

5.10 Photography

Any photography or filming of any object on loan may take place only with the express permission, in writing, of the Society. Applications for photography should include details of any proposed lighting. Any reproduction of any image of any object on loan from the Society in any catalogue, book or publicity related to the exhibition, or any other form can only take place with the written permission of the Society.

5.11 General

- 5.11.1 If a painting normally on public display at the Society is to be loaned the Society reserves the right to ask the borrower to pay for one-to-one professional photographic replica of the requested object.
- 5.11.2 In some instances, the Society may wish to ask the Borrower for a reciprocal loan for public display either at the Society's apartments in Burlington House or at Kelmscott Manor throughout the duration of the exhibition.

5.11.3 A copy of the exhibition catalogue (hard back preferably, if produced) shall be supplied free of charge for the Society's library.

5.12 Changes to Exhibition Date

5.12.1 Any proposed change in the date of an exhibition or any proposed closure of the premises in which the exhibition is to be held must be submitted in writing to the Society for approval. If the borrower seeks to significantly delay the period of loan the Society may request it is submitted to the Library and Collections Committee for re-consideration.

5.13 Termination

5.13.1 If the loan is cancelled by the Borrower, they will be asked to pay any reasonable expenses incurred by the Society as part of the loan.

5.13.2 The Society may withdraw the loan in any event of an emergency.

5.13.3 Any Society courier has the full authority of the Society to withdraw a loan if, in their judgement, the handling, installation, environmental or security conditions do not meet those specified in the loan agreement or facilities report. The Society also reserves the right to withdraw approval for loan if a specific security, display or other concerns cannot be addressed in advance of installation.