

Lending Policy – Loans for Exhibition

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Authority

The Library Board of Queensland

Purpose

This policy governs loan of material from State Library collections for the purpose of exhibition and exhibition of the material by the borrower.

Scope

Terms and conditions for the loan of material from State Library collections for the purpose of exhibition, and the exhibition of the material, are established under this policy.

Related Procedures

Lending Policy – Loan for Exhibition Procedures

Other References

Nil

Definitions

Term	Definition
Application	Application to exhibit material from State Library collections.
Applicant	Institution that has applied to exhibit State Library material.
Borrower	Institution which has borrowed material for the purpose of exhibition
Exhibition	Includes display

1. Applications

Any institution with an exhibition venue with satisfactory security and environmental conditions, appropriate insurance cover, appropriately qualified staff and sound governance arrangements may exhibit State Library material.

On State Library's acceptance of an application the Applicant must enter a formal agreement with the State Library for the loan and exhibition of State Library material.

The State Library will respond to applications within a minimum of 6 weeks of receipt of the application, unless advised otherwise.

Applications in principle should be made 6 months prior to the loan period with a 12 month lead-time required for large numbers of items and international loans. Late applications are accepted at the State Library's discretion and on condition that full fees apply. (See Charges, below).

2. Availability of material

The availability of material from State Library collections for the purpose of exhibition is at the State Library's discretion; however, generally most material is available.

Material that cannot be transported without significant risk of physical damage and items that are in constant demand are generally not available for loan.

Requirements of the State Library's exhibition program take priority over external requirements.

Where material is too fragile or unstable to loan, or environmental or security conditions are unsuitable, surrogates or duplicates may be made available on a cost recovery basis.

3. How many items can be borrowed?

The number of items that can be borrowed will be subject to the State Library's capacity to process applications, and will be negotiated at the time of the application.

4. Loan periods

Loan periods may vary according to the physical condition and stability of requested items and environmental conditions in the exhibition venue. Generally loan periods are restricted to 4 months. Longer loan periods may be allowed, but additional conservation conditions may apply.

The State Library reserves the right to recall a loaned item at any time during the agreed loan period.

5. Care of loaned items

The Borrower is responsible for the care of each loaned item while it is on loan and will be held responsible for loss of, damage to or deterioration of any loaned item while it is on loan.

Environmental conditions and security at the exhibition venue must comply with the State Library's standards. In order to verify that conditions are satisfactory a Standard Facilities Report is required as part of the application. An inspection of the venue by qualified State Library staff may also be required (and would be conducted at the Applicant's expense).

The Borrower must comply with handling, storage and packing requirements specified by the State Library.

The Borrower must monitor loaned items during the loan and report on the condition of each item on receipt and return and at any other time, as required by the State Library.

Loss of, or any damage to any loaned item must be reported to the State Library immediately. Damage to any item should be photographed. Damaged items should not be moved or treated without consultation with the State Library (except if this is necessary to forestall further damage).

The Borrower will ensure that people with experience or qualifications acceptable to the State Library undertake unpacking, packing and installation of loaned items and the checking of condition reports. Where items are considered to a highly significant collection item, and may also have special preservation and installation needs, the State Library may stipulate that a Collection Preservation staff representative is to be present for the unpacking, installation, packing, and any special requirements required for the loaned items. The State Library can offer conservation services on a cost recovery basis.

6. Insurance

The Borrower must insure each loaned item to the value specified by the State Library for the duration of the loan period and under a policy acceptable to the State Library.

The Borrower is required to include a certificate of insurance detailing insurance cover as a condition of the State Library entering into loan agreements.

7. Transport

Transport arrangements, including choice of specialist art carrier, are subject to the State Library's approval and are specific to each agreement.

All transport costs incurred by the State Library are passed on to the Borrower.

In special cases a courier may be necessary. All costs associated with using a courier would be passed on to the Borrower.

8. Acknowledgement of the State Library

The Borrower will acknowledge the State Library in any public reference it makes to any loaned item, in a manner and form specified by the State Library in 'Schedule 5 – Acknowledgement of the Library' within the loan agreement.

The Borrower will supply the State Library with a copy of any publicly issued material produced by the Borrower, referring to any loaned item or exhibition including any loaned item, free of charge. The Borrower will also include the State Library in distribution of media releases referring to any loaned item or exhibition including any loaned item.

The Borrower will supply the State Library with attendance figures to the exhibition of any loaned item on the supplied evaluation form.

If a substantial loan request is undertaken, the State Library shall request that the Borrower include State Library of Queensland's logo as acknowledgement as per Partnership Agreement or Memorandum of Understanding.

9. Copyright and reproduction

If copyright is not held by the State Library, the Borrower is responsible for seeking permission to use, communicate, or reproduce the Work from the copyright owner and must supply proof of permission to the State Library.

10. Costs and charges

The Borrower is required to bear a proportion of the costs related to lending the material.

The Borrower is required to fully cover the costs of transport, providing a courier (if necessary), special preparatory conservation work, repairing any damage to loaned items sustained during the loan period and any surrogates or duplicates that may be required.

Additionally the Borrower is required to pay a proportion of the total cost of preparing and administering the loan, determined on the basis of the Borrower's remoteness from service centres. Definitions of remoteness are derived from the remoteness classification maintained by the Australian Bureau of Statistics (which has become a de facto standard). A map of Queensland showing category boundaries is given in Appendix A.

Given that the State Library has a legislative commitment to be responsive to the needs of communities in regional and outer metropolitan areas and that remoteness is powerful factor limiting access to culture and the arts, charges are differentiated on the basis of remoteness from service centres. The schedule of standard charges is given in Appendix B.

Borrowers located in "Major cities" (Brisbane and the Gold Coast) pay 60% of full costs; Borrowers located in "Inner regional areas" pay 40% of full costs; Borrower located in more remote areas in Queensland pay 20% of full costs. Borrowers external to Queensland pay full costs (except other State Libraries and the National Library of Australia, which pay the same rate as Borrowers located in the Gold Coast and Brisbane.) Public libraries anywhere in Queensland receive a 20% discount on overall charges and other publicly funded cultural organizations receive a 10% discount.

A 100% surcharge applies to loans made less than 6 months before the material is required.

The Borrower may apply for a reduction or waiver of standard charges. Standard charges may be reduced or waived based on a consideration of the Borrower's ability to pay and whether the proposed exhibition directly addresses any of the State Library's priorities. Applications for normal charges to be reduced or waived should be made to the Director, Client Services and Collections.

Appendix A Queensland – Remoteness Areas Australian Standard Geographical Classification

Sourced from: [ASGC Remoteness Classification: Purpose and Use](http://www.abs.gov.au/websitedbs/D3110122.NSF/0/f9c96fb635cce780ca256d420005dc02?OpenDocument) (Census Paper No. 03/01), 2003. (Appendix)
<http://www.abs.gov.au/websitedbs/D3110122.NSF/0/f9c96fb635cce780ca256d420005dc02?OpenDocument> .

11. Appendix B – Costs and Charges

- Further to the following schedules, a 20% discount applies to public libraries and a 10% discount applies to all publicly funded art galleries and museums.
- The borrower is required to bear the full cost of special preparatory conservation Work and any damage to the Work sustained while it is on loan.
- Charges are exclusive of GST.

11.1 a. Non Item related costs

Process	Minimum time requirement	Nominal maximum time requirement	Professional	Trade	Clerical/Administrative	Nominal minimum cost	Nominal maximum cost
Facility assessment	1	2	50%		50%	\$ 68	\$ 131
Preparation of Loan Agreement	1	3	50%		50%	\$ 68	\$ 131
Arranging transportation	1	2	25%		75%	\$ 68	\$ 131
Calculating and collecting fees and charges	1	2	25%		75%	\$ 68	\$ 131
Full Cost (borrowers external to Queensland)						\$ 272	\$ 524
Brisbane and the Gold Coast (60% of full costs)						\$ 163	\$ 314
Inner Regional areas (40% of full costs)						\$ 109	\$ 210
Outer Regional and Remote areas (20% of full costs)						\$ 54	\$ 105

b. Item related costs

	Time requirement	Full cost* Item (External borrowers except other State Library and the National Library of Australia)	Brisbane and the Gold Coast, other State Libraries and the National Library of Australia (60% of full cost)	Inner Regional areas (40% of full cost)	Outer regional and remote areas (20% of full cost)
Condition reporting					
Type A	2.0	\$ 131	\$ 79	\$ 53	\$ 26
Type B	1.5	\$ 100	\$ 58	\$ 42	\$ 21
Type C	1.0	\$ 68	\$ 42	\$ 26	\$ 16
Type D	0.5	\$ 31	\$ 21	\$ 16	\$ 5
Shelving and retrieval	0.5	\$ 16	\$ 11	\$ 5	\$ 3
Framing and the production of cradles and supports*					
Type A	3.0	\$ 152	\$ 95	\$ 63	\$ 32
Type B	2.0	\$ 105	\$ 63	\$ 42	\$ 21
Type C	1.0	\$ 52	\$ 32	\$ 21	\$ 11
Type D	0.5	\$ 26	\$ 16	\$ 11	\$ 5
Packing and crating					
Type A	2.0	\$ 105	\$ 63	\$ 42	\$ 21
Type B	1.5	\$ 74	\$ 47	\$ 32	\$ 16
Type C	1.0	\$ 53	\$ 32	\$ 21	\$ 11
Type D	0.5	\$ 26	\$ 16	\$ 11	\$ 5

* Note that cradles, supports, framing, matting and packing materials provided under the terms of the loan agreement remain the property of the State Library.

11.2 c. Contingent costs

Remedial or special preparative conservation Work: \$68 per hour