



Lending Policy – Loans for Exhibition

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1. Document Control

Version	Approved By	Approval Date	Revisions
01	Executive Group	13/12/2004	21/11/2005 Minor edits
02	Executive Group	10/11/2006	20/2/2007 Minor edits
03	Executive Group	16/9/2008	7/2/2008 Minor edits
04	Executive Group	15/9/2009	New template, 16 sub-headings reduced to 10 sub-headings
05	Executive Group	19/10/2010	12/3/2010 Minor edits and increase in fees
06	Executive Group	15/5/2012	28/2/2012 Minor edits and increase of item related costs
07	Content Working Group	22/3/2017	4/4/2017 Endorsed policy increase of fees and item related costs
07	Executive Management Team	18/4/2017	24/4/2017 SL CEO approved increase of fees and item related costs

2. Authority

The Library Board of Queensland.

3. Purpose

This policy governs loan of items from State Library collections for the purpose of exhibition by the Borrower.

4. Scope

Terms and conditions for the loan of items from State Library collections for the purpose of exhibition, are established under this policy including non-returnable surrogate items.

5. Definitions

Term	Definition
Application	Application to exhibit items from State Library collections

Term	Definition
Applicant	Institution that has applied to exhibit State Library items
Borrower	Institution which has borrowed items for the purpose of exhibition
Exhibition	Includes display
Non returnable /Surrogate and duplicate items	Reproduction of collection items

6. Policy Statement

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 items.

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

State Library will respond to applications within a maximum 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 State Library's discretion and on condition that full fees apply. (See Charges, below).

In order to verify that conditions are satisfactory a Standard Facilities Report is required to be submitted by the Applicant as part of the application with the possibility of an inspection of the venue by qualified State Library staff if required (this would be conducted at the Applicants expense)

Availability of items

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

Items 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 State Library's exhibition program take priority over external requirements. Where items are 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.

How many items can be borrowed?

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

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

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 State Library's standards. The Borrower must comply with handling, storage and packing requirements specified by 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 State Library. Loss of, or any damage to any loaned item must be reported to State Library immediately. Damage to any item should be photographed by the Borrower. Damaged items should not be moved or treated without consultation with State Library (except if this is necessary to forestall further damage).

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

Insurance

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

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

Transport

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

All transport costs incurred by 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.

Acknowledgement of the State Library

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

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

The Borrower will supply 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 Borrower must include State Library of Queensland's branding as acknowledgement as per Partnership Agreement or Memorandum of Understanding.

Copyright and reproduction

If copyright is not held by 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 State Library.

Costs and charges

The Borrower is required to bear costs as outlined in Appendix B 'Costs and Charges' a proportion is related to lending the items.

The Borrower is required to fully cover the costs of transport, providing a courier (if necessary) see 'Transport', 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 State Library has a legislative commitment to be responsive to the needs of communities in regional and outer metropolitan areas and that remoteness is a 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 for the preparation and administering of the loan is provided in Appendix B.

Intrastate Loans

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. Public libraries anywhere in Queensland receive a 20% discount on overall charges.

Interstate Loans

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.)

Publicly funded cultural organisations within Australia receive a 10% discount.

International Loans

International Borrowers will be charged the maximum nominal loan fee for Borrowers external to Queensland, and item related costs, see Appendix B.

A 100% surcharge applies to loans made less than 6 months before the items 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 State Library's priorities. Applications for loan fee to be reduced or waived should be made to the Executive Director, Content Development.

7. Related Procedures

The Policy is associated with the *Lending Policy – Loan for Exhibition* procedures.

8. References

Not Applicable

9. Approval date

Approved by State Librarian and Chief Executive Officer, Date: 21 April 2017

State of Queensland (State Library of Queensland) 2017

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Appendix A Queensland – Remoteness Areas Australian Standard Geographical Classification

Sourced from: [ASGC Remoteness Classification: Purpose and Use](#) (Census Paper No. 03/01), This page first published 11 June 2003, last updated 10 August 2004. (Appendix)

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, libraries, archives and museums within Australia.
- 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.

1.1 a. Non Item related costs (Loan fees)

Process	Minimum time requirement (hourly rate)	Nominal maximum time requirement	Professional (% of hourly rate)	Clerical/Administrative (% of hourly rate)	Nominal minimum cost	Nominal maximum cost
Facility assessment	1	2	50%	50%	\$ 74	\$ 149
Preparation of Loan Agreement	1	3	50%	50%	\$ 74	\$ 149
Arranging transportation	1	2	50%	50%	\$ 74	\$ 149
Calculating and collecting fees and charges	1	2	50%	50%	\$ 74	\$ 149
Full Cost (Interstate and International*)					\$ 296	\$ 596
Brisbane and the Gold Coast (60% of full costs)					\$ 178	\$ 357
Inner Regional areas (40% of full costs)					\$ 118	\$ 238
Outer Regional and Remote areas (20% of full costs)					\$ 59	\$ 119

*International Borrowers will be charged the maximum nominal fee.

b. Item related costs

	Time requirement (hours)	Full cost/ Item (Interstate and International except Full Cost (Interstate and International*) except other State Library and the National Library of Australia)	Full cost/ Item (Interstate and International except Full Cost (Interstate and International*) except other State Library and the National Library of Australia)	Full cost/ Item (Interstate and International except Full Cost (Interstate and International*) except other State Library and the National Library of Australia)	Full cost/ Item (Interstate and International except Full Cost (Interstate and International*) except other State Library and the National Library of Australia)	Full cost/ Item (Interstate and International except Full Cost (Interstate and International*) except other State Library and the National Library of Australia)
				Inner Regional areas (40% of full cost)	Brisbane and the Gold Coast, other State Libraries and the National Library of Australia (60% of full cost)	Outer regional and remote areas (20% of full cost)
1. Condition reporting						
Up to 2 hours	2.0	\$ 147	\$ 89	\$ 60	\$ 32	
Up to 1.5 hours	1.5	\$ 111	\$ 65	\$ 47	\$ 25	
Up to 1 hour	1.0	\$ 76	\$ 47	\$ 32	\$ 21	
Up to 30 minutes	0.5	\$ 37	\$ 26	\$ 21	\$ 9	
2. Shelving and retrieval	0.5	\$ 21	\$ 16	\$ 9	\$ 7	
3. Framing and the production of cradles and supports*						
Up to 3 hours	3.0	\$ 168	\$ 105	\$ 70	\$ 37	
Up to 2 hours	2.0	\$ 118	\$ 70	\$ 47	\$ 26	
Up to 1 hour	1.0	\$ 59	\$ 37	\$ 26	\$ 16	
Up to 30 minutes	0.5	\$ 32	\$ 21	\$ 16	\$ 9	
4. Soft Packing and crating						
Up to 2 hours	2.0	\$ 118	\$ 70	\$ 47	\$ 25	
Up to 1.5 hours	1.5	\$ 84	\$ 56	\$ 37	\$ 21	
Up to 1 hour	1.0	\$ 60	\$ 37	\$ 26	\$ 16	
Up to 30 minutes	0.5	\$ 32	\$ 21	\$ 16	\$ 9	

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

International and domestic Borrowers that require any specialist crating, framing and mounting of items, including extensive quantities in framing, art crate fabrication, specialist mounts, use of professional mount fabricators and art packers, will be charged the full cost, with all items remaining property of State Library.

1.2 c. Contingent costs

Remedial or special preparative conservation work: \$95 per hour