

Oxford Brookes University Special Collections and Archive

Loan Request Form

Loan Criteria

Each loan request will be considered by the Special Collections Group and collection depositors or trustees where appropriate. The following criteria will be used:

- The physical condition of the item and if display could cause this to deteriorate.
- Environmental conditions and security measures at the borrowing institution.
- Usage levels within our own service and the availability of a surrogate while the item is on loan.

We reserve the right to refuse a loan if we feel that loaning the item would be detrimental to their preservation or future use.

Notice

We ask that loan requests are submitted with as much notice as possible, at least four months, to ensure that we can consider the request, liaise with depositors, and make necessary arrangements. We may be able to agree loan requests with less than four months notice on a case by case basis.

Duration of Loans

Our standard loan term is four months. However, this may be extended in exceptional circumstances, or if the loan item is a duplicate, with the agreement of the Special Collections Group.

Costs

All costs associated with the loan will be met by the borrower. This includes the cost of any conservation work necessary to make the item safe to display, insurance for the item(s) on loan from when it leaves Oxford Brookes until it is returned, transport costs and any other costs associated with the loan. This will not include condition checking before the item is loaned and when it is returned, which will be conducted by Oxford Brookes University staff.

Acknowledgement

The University should be suitably acknowledged in the exhibition using the credit line:
Loaned with kind permission from the [collection name] held at Oxford Brookes
University Special Collections and Archive.

Submitting Loan Requests

Any institution wishing to submit a loan request will need to complete the Special
Collections and Archives loans form and agree to abide by the loan terms and
conditions. See below.

Completed loan request forms should be sent to specialcollections@brookes.ac.uk This
email address should also be used if you wish to discuss a potential loan.

Loans Request

Please complete and return your form to specialcollections@brookes.ac.uk with the subject line Special Collections Loan Request.

Name of exhibition:

Exhibition dates:

Venue address:

Organising institution address (if different):

Key contact name:

Key contact email address:

Key contact telephone number:

Material to be loaned:

Please include reference number or class mark, title, and page or folio number where appropriate.

Display method(s):

Please include specification of any display cases to be used and method for wall mounting if applicable. If loaning a bound item please also include details of supports to be used.

Environmental conditions

What environmental controls are there in the display area? Please include details of temperature and humidity levels.

What are the lighting conditions in the display area? Please include maximum lux levels if known.

What security measures are in place for the display area and venue?

Conditions of Loan

These Conditions of Loan apply to all loans of items from the Oxford Brookes University Special Collections and Archive.

1. All loans must be agreed by the University's Special Collections Group.
2. All costs incurred in facilitating the loan of items will be paid by the borrowing institution.
3. The borrowing institution will ensure that appropriate insurance cover is arranged for the duration of the loan, including during transit. A copy of the insurance certificate must be provided before the items leave the University.
4. Packing of the loan items for transit will be carried out by Special Collections staff or by an approved contractor. Items should be packed in the same way for their return journey.
5. Items must be displayed in secure, safe conditions and in an appropriate environment. Oxford Brookes reserves the right to examine the exhibition area and method of display before any final agreement is given.
6. Oxford Brookes University Special Collections should be acknowledged alongside the loaned items on display.
7. No adhesives should be used in mounting the items for display.
8. Any damage sustained to the items either in transit or in the course of the exhibition must be reported as soon as possible to the Archivist of Oxford Brookes. No remedial action should be undertaken without the permission of the Archivist, who will specify the place where such work should be carried out. The borrowing institution will be expected to bear the cost of any such work.
9. The items may only be used for the exhibition for which permission has been granted. They must not be sub-loaned to another exhibition, institution or individual.
10. Oxford Brookes reserves the right to cancel or recall loan items if the borrowing institution fails to comply with the conditions of the loan or in other exceptional circumstances.

Annabel Valentine
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