



Hocken Collections Loans Policy

Category or Type	Policy
Originally approved by, date	Executive Management Group, 13 March 2018
Date Policy took effect	13 March 2018
Last approved revision	13 March 2018
Sponsor	Hocken Librarian
Responsible Officer	Hocken Librarian
Review date	Under review

Purpose

To outline the policy for lending Hocken Collections works to public galleries and museums.

Content

The Hocken Collections, Uare Taoka o Hākena, University of Otago, is committed to making its collections widely available to the public and one of the main ways we achieve this is by lending works to public galleries and museums. Those interested in borrowing items should contact the curator of the relevant collection or the Registrar prior to the loan application for assistance in identifying, selecting or viewing items.

Requests

To borrow a work from the collection for exhibition, please send a formal letter of application to the Hocken Librarian at least six months prior to the beginning of the proposed loan period, and twelve months for large and/or complex loans. More advanced notice is helpful, particularly if the request involves more than one venue or a large number of works.

Your loan request should include the following information:

- Name and address of the borrowing organisation and contact person for the loan.
- Exhibition title, venue(s), dates, and an outline of the exhibition content and aims
- Loan period (allowing time for delivery, installation, de-installation, and return).
- Full details of the work(s) including the Hocken Collections accession number
- A Facilities Report for your venue and any additional venues

You will receive an acknowledgement of your request within four weeks of receipt, and we will advise at this time whether there will be any costs to assess the loan, prior to its formal approval. We may also request additional information at this stage.

Late loan requests may be declined due to the Hocken having insufficient time to assess and prepare works for loan around other loan and exhibition commitments. If approved, late loan requests will attract a 50% surcharge on recoverable loan costs.

Assessment

Your loan request will be considered by the relevant Curator and our Registrar who will assess the work's condition, availability and ways of managing any potential risks arising from lending the work(s). We will also estimate the costs of preparing the works for transport and exhibition.

We will consider the following criteria when making the assessment:

- Nature and suitability of the proposed venue(s)
- Nature and condition of the work(s) of art
- Timeframe of the loan in relation to the work's fragility, the complexity of the loan and competing requests and priorities
- Special requirements to ensure safe transport, installation and display of the work(s).

The loan will be approved, or declined, by a formal meeting of relevant Hocken Staff. If your request is approved, you will be notified by the Registrar in writing and supplied with paperwork to complete along with an estimate of costs. If your request is declined, you will be notified by letter from the Hocken Librarian with the reasons for the requested work(s) being unavailable. We endeavour to conclude the assessment and approval within 60 days from the receipt of the request.

Agreement

We recognise that there may be a period of negotiation in which dates, management of risks and special conditions will be discussed. Once we have concluded our negotiation, the Hocken will issue a final Loan Agreement for both parties to sign. The conditions contained in that document must be strictly adhered to and modified only by prior written agreement of both parties.

Costs

The borrower can expect to pay for the following costs:

- Condition report preparation
- Packing materials and labour
- Preparation of Loan Agreements, coordination and transport liaison
- Insurance (transit and in-situ) - to be arranged by the borrower
- Freight - to be arranged by the borrower

The borrower will also be responsible for all, or part of any other associated costs of the loan, which may include the following (as advised during the loan approval and agreement process):

- Loan assessment costs
- Conservation treatment
- Photography
- Matting, framing, glazing and display mounts
- Security devices
- Crate construction and fit-out
- Fumigation (if required for international loans)
- Customs clearance
- Costs of accompanying courier (fares, accommodation, and daily allowance)

The decision regarding the necessity of an accompanying staff courier will be based on the loans associated risks. These risks may include works of high financial or cultural value, fragility, or having complex installation or freight logistics.

Related Policies, Procedures and Forms

Schedule of current loan charges available on request (reviewed annually).

Contact for further information about this Policy

Robyn Notman, Head Curator Pictorial Collections, Hocken Collections, Uare Taoka o Hākena
Tel: 03 479 5600 Email: robyn.notman@otago.ac.nz