

Borrowing objects from the River & Rowing Museum

The Museum is keen to develop an outward loans programme in order to increase awareness and understanding of its main themes, improve access to its collections and support the work of other regional museums.

River & Rowing Museum is an independent museum with collections covering the international sport of rowing, the history of the town of Henley on Thames and the story of the river Thames.

This document explains how to make a loan request and outlines how the Museum will facilitate and administer loans.

1 Preliminary Enquiries

Our online collections, accessible via the Museum's website, provide the initial source of information for potential borrowers.

If the website does not provide sufficient information, or for general enquiries about loans, please contact the curatorial team:

Tel: 01491 415600

Email: curatorial@rrm.co.uk

Before making any formal written request, it is advisable to contact the curatorial team to discuss your loan request. At this stage, the Museum may be able to advise if the objects are available for loan at the time required.

2 Loan Request

All formal written requests should be directed to River & Rowing Museum's Director:

Ludo Keston
River & Rowing Museum
Mills Meadows
Henley on Thames
Oxon
RG9 1BF

Your written request should provide the following information:

- Details of the required objects, including accession number and brief description;
- Name, address and contact details for the borrowing institution;
- Name and contact details of the person organising the exhibition / loan;
- The status of your institution – i.e. independent museum, private gallery, corporate body, educational institution;
- The purpose of the loan;
- If intended for exhibition, details of the exhibition;

- Details of how you propose to transport the objects;
- If the exhibition is to tour, details of all venues, and who is responsible for arranging transport and meeting costs;
- The proposed dates of the loan;
- Reason for the inclusion of the proposed loan objects;
- A brief statement of the indemnity or insurance provisions that will be made;
- Confirmation that your institution agrees to accept all costs of the loan;
- A completed *UK Registrars' Group Facilities Report, Display Case Supplement* and *Security Supplements* should be included with the letter (these documents can be supplied by the River & Rowing Museum).

3 Notice Period

In order to give us enough time to process your loan, including having the request agreed by our Board of Trustees, we require the above written request within the following timescales:

- At least 6 months in advance of the exhibition opening date for institutions in the UK, Channel Islands and Isle of Man.
- At least 12 months in advance of the opening date for all non-UK exhibitions.

Should you be unable to meet these timescales, contact the curatorial team to see if we can accommodate your loan in the time available, but please be aware that we may have to decline your request.

4 Approving the Loan

The Museum aims to acknowledge receipt of your formal loan request within 10 working days. We would hope to respond with a final decision within 2 months. However, this may be dependent on the date of the next meeting of the Board of Trustees. If it is likely to be longer than 2 months, we will inform you of the potential timescale in our first response. We will also inform you of any outstanding information required.

The decision to lend is based on a number of factors including:

- If there is sufficient time to consider and prepare the loan;
- Whether suitable environmental and security conditions can be maintained;
- The condition of the requested item, whether it is fragile, in a poor or unstable condition, or at excessive risk of damage from handling or during transit;
- Whether the object is available;
- Whether the item has been lent very often or is in demand from our visitors;

- Whether the request is compatible with the River & Rowing Museum's aims and priorities;
- Whether the Borrower can comply with the terms and conditions;
- Whether the staffing resources are available to prepare the loan.

If your request is declined, we will write to inform you, providing details of our reasons. We are happy to try to work with Borrowers if there is the possibility that these reasons could be overcome.

5 Costs

Unless a specific agreement has been made for an individual loan, then the Borrower is responsible for all costs associated with the loan. The Museum will work with the Borrower to keep these costs to a minimum. Costs of borrowing include:

- Transport
- Couriers (if applicable)
- Conservation treatment (if applicable)
- Insurance
- Mount making
- Display preparation
- Packing
- Site visits (for long term loans)

6 Loan Agreement

Once the decision has been made to support a request, the Museum will prepare a 'Loans Out Agreement' setting out responsibilities and obligations to the Borrower. This will also specify the environmental, packing and display requirements, insurance values, credit line and reproduction rights. The loan cannot proceed until the agreement is signed by both parties.

Should you have problems with any of the conditions specified in the loan agreement, please contact the curatorial team at the Museum immediately. The Museum aims to support loans by being pragmatic in its approach to administering them. We may be able to work with the Borrower in organising the packing, transport, insurance, installation and maintenance of the items on display.

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