

## **Outgoing Loans Program Information**

The Museum of Applied Arts and Sciences (MAAS) has an active outgoing loans program. Collection objects are regularly lent to regional, state, national and international cultural institutions. The Regional Loans Program is an important part of the Museum's Outreach activities and commitment to regional New South Wales. Loan requests from NSW regional institutions are encouraged and are given special consideration within the overall loans program.

Borrowers are encouraged to contact the relevant curatorial staff with their initial loan enquiry. Where possible a visit to the Museum to view the collection can be arranged. After desired objects are identified, the borrower must submit a formal loan request to our Chief Executive (Ms Lisa Havilah). Please note that the Museum of Applied Arts and Sciences requires 6 months' notice for all loan requests. Special consideration can be given to requests received with less notice however the approval of the loan cannot be guaranteed.

### **Requesting a loan**

The formal loan request should provide as much information as possible for our Collections staff to assess the request:

- Full exhibition / display information including title, dates and proposed method of display if known.
- A full object list with object numbers
- Contact details for a staff member or representative who can liaise with our Registrar during the loan assessment.
- Details of any MAAS staff who have been contacted in the course of identifying objects.
- A current facilities report is also required from all borrowers detailing information about the venue's security, environment, display requirements and staffing. Regional borrowers who do not have a detailed facilities report should liaise with our Registrar who will assist in obtaining this information and where possible arrange a site visit by our Conservation staff in lieu of a formal facilities report.

The Museum of Applied Arts and Sciences lends collection objects to other museums and cultural institutions who meet our standard display venue requirements for adequate security, environmental conditions and professional standards of care. Objects are lent for the purposes of exhibition and research provided that the object/s are available for loan. Availability for loan means that an object is in a suitable condition for loan, is not required for use by the Museum during the proposed loan period, and is not subject to specific conditions which prevent it being loaned.

The Museum is generally unable to lend collection objects to commercial organisations, restaurants, shopping centres, trade shows, exhibition centres or for film / television productions. Collection objects are lent for the purpose of static display and cannot be used or worn. Objects required for purposes other than static display by any of the above must be accompanied by Museum staff at all times.

The display method for all objects must be approved in advance by our Collections staff. The Museum generally requires all loans to be displayed in a secure showcase. Other proposed methods of display will be assessed on a case-by-case basis.

### **Costs**

The Museum of Applied Arts and Sciences is obliged to recover some of the costs associated with our Outgoing Loans Program. The costs include conservation work and preparation of the object/s for loan, administration, packing, crating and courier costs if applicable. The costs will be advised in writing by our Registrar if the loan is approved. Cost estimates cannot be provided in advance as each loan request is assessed on a case-by-case basis. Borrowers are also responsible for all freight/transport costs and for the maintenance of full insurance cover for the duration of the loan period.

### **Freight / Transport**

All loans will be packed by the professional staff of the Museum before dispatch/delivery of the loan. Exceptions may apply for large or unusual items that require specialised services, in which case the Borrower will be advised of this in advance and shall agree to pay the associated costs. Transportation and/or Customs formalities should be arranged with a freight agent approved by the Museum's Registrar.

### **Insurance**

Loans must be insured 'wall to wall'; from collection/delivery, during transport, whilst with the Borrower and until return to the Museum's premises. The Borrower must be able to provide written evidence of 'wall to wall' insurance before the loan can be released.

### **Loan Assessment**

The Museum's Registrar coordinates and manages all outgoing loan requests. The assessment phase involves consultation with the relevant Curatorial, Strategic Collections and Executive staff. Upon receipt of a formal request Borrower will receive an acknowledgement letter which will include contact details for the Registrar.

The time-frame for loan assessment varies depending on the number of objects requested and the level of information provided in the request. While the Museum endeavours to assess loan requests as quickly as possible they must be scheduled within our existing loans and exhibition program and delays can sometimes occur. The Museum's Registrar can be contacted at any time for an update on the status of the request.

### **Loan Approval / Decline**

All Borrowers will receive a letter from the Chief Executive advising the outcome of the loan assessment. Loan approvals will include display conditions and credit lines. Costs will be provided by the Registrar. Borrowers must confirm their acceptance of costs and display conditions in writing before the loan can proceed further. If a loan cannot be approved, the letter will provide specific details and where possible, alternatives for the borrower.

Any queries associated with the loans program should be addressed to Bronwyn McKenzie, Registrar; telephone +61 2 9217 0593 or email: [bronwyn.mckenzie@maas.museum](mailto:bronwyn.mckenzie@maas.museum)