Royal Armouries Loan Questionnaire

Loan/Exhibition Details

Borrower:

Proposed dispatch date (approximate if not yet fixed):

Can you confirm that none of the objects intended for inclusion in this exhibition have been stolen, illegally exported or illegally imported from their country of origin, (as defined in the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970)?

Photography

Do you require photographs of the loan objects*?

Deadline for supply of photographs:

Please attach list of photographs required, including accession numbers and specifying type of shot.

*please note that we require a minimum of six-months’ notice from the time you make the request for images, with object numbers, to the time we can deliver the photographs

Display Labels and Catalogue

Acknowledgement to the Royal Armouries must be made on all descriptive labels and in any publication produced by the Borrower which relates to the Items. The Borrower must acknowledge the Loan in any annual reports or similar publications they publish.

Do you require label/catalogue text from the Royal Armouries?

If yes, how many words and what is the deadline for this text?

Will there be a catalogue for this exhibition?
If so we would like to receive a copy for our Library.

Mounts

The Royal Armouries provides mounts for all loan objects – the cost of materials for any new mounts must be covered by the Borrower.
Please attach list of mounts required, including accession numbers and specifying mount type (base or back mounted), materials and colour.

Please attach case layouts and design plans if available.

Do you have technical staff that are able to install mounts if required?

Do you have a member of staff who would be able to condition check and install our object(s)?

Case contents

Please list objects which will be sharing cases with Royal Armouries loan objects, including object type, lending institution and materials (and indicating with which RA objects they will share a case).

Packing and transport

Appointed fine arts packing/transport company:

Appointed shipping agent (list all agents with their area of responsibility):

Transport details, including vehicle type(s)/staff and courier arrangements:

Packing details, including who will pack the objects for transport and what type of cases will be used:

Name:

Date:

Please return to the Registrar’s Department at registrars@armouries.org.uk