

Royal Armouries Loan charges explained

The Royal Armouries recognizes both the National and International importance of its collection and the contribution it can make the the increase of knowledge and appreciation of arms and armour by lending.

The Royal Armouries will endeavour to meet all requests for loans for public display from its collections, subject to the conditions of loan, its own display requirements and the needs of the collection.

Loans charges, last reviewed in 2007, are now outlined in this booklet and this should be used by prospective borrowers as a planning tool for exhibition budgets.

A full estimate of the loan costs that can be expected will be provided to each borrower upon agreement in principle. Any changes to the loan thereafter that affect the estimate must be agreed in writing to ensure clarity of costs.

You will be able to determine the charges applicable to your proposed loan by using the matrix to find your institution type.

Any cancellation of the proposed loan by the potential borrower may be subject to charges as outlined below.

Loan Charges Matrix

Borrower type	Direct Costs	Indirect Costs	Loan fee	Inspection Costs
Community partnership loan	None	None	None	None
National Museum	✓	None	None	Direct costs only
Non-National Registered Museum	✓	None	None	Direct costs only
UK Private Museum or Commercial institution	✓	✓	✓	Direct and Indirect costs
Overseas Museum	✓	✓	✓ N.B. For travelling exhibitions a fee is applicable to each venue.	Direct and Indirect costs

NB. In determining costs, consideration will be give to reciprocal loan arrangements and the Royal Armouries reserves the right to waive fees where it sees fit.

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Costs are dependant upon public access to the loan items therefore loans requested for exhibitions within the UK that charge for public entry may also be subject to further costs, above those indicated for the borrower type.

Direct Costs

Some examples (but not an exhaustive list):

- Photography
- Packing and shipping/transportation
- Conservation Materials
- Courier travel costs and subsistence expenses
- Mount making
- Label making
- Disposal of loan object crates upon return of loan

Please note that all courier travel must be business class when accompanying objects. The Royal Armouries reserves the right to allocate the number of couriers according to the size and complexity of the loan as it sees fit.

Indirect Costs

Some examples (but not an exhaustive list):

- Conservation assessment
- Conservation preparation/treatment
- Contribution to catalogue/other publication
- Packing of loan objects
- Technical services
- Courier time

*All staff time is costed at £40 per hour, apart from courier time at £25 per hour.

Loan Fee

The loan fee covers the costs associated with the provision of loans that the museum is subject to each year. This fee also covers the cost of administration of the loan.

The Loan fee will be charged (where applicable) at a standard rate of £1000 per site except in cases where:

- The complexity of the loan is such that it present a significant administrative input
- The volume of loan objects is sufficiently high as to demand further administration resources

In either of these cases the loan fee will be increased to facilitate the administration of the loan

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Loan Inspection costs

Loan inspections will be conducted by a member of the Royal Armouries staff, usually not more than once every three years. Loan renewal (if on a 3 year renewable basis) is dependant upon successful review following inspection.

Loan Cancellation

Charges applicable in the event of *cancellation* of a loan shall be:

- Any direct costs already expended for the purpose of preparing the loan.
- Any indirect costs, where any corresponding service or undertaking of staff time has already been provided in preparing the loan.
- The loan fee (where applicable), if the loan is cancelled within 3 months of the loan dispatch date.
- 50% of the loan fee (where applicable), if the loan is cancelled within 6 months (but not less than 3 months) of the dispatch date.

Community Partnership Loans

Loan applicants may apply for Royal Armouries assisted loans categorized as 'Community Partnership loans'. This category is designed to increase public access to the subject of arms and armour where the requesting museum would not normally be able to meet the cost of the loan.

The criteria for community partnership loans are as follows:

- The loan will significantly add to the intended display, increasing public understanding of the subject of arms and armour.
- The loan will be accessible to the public without charge.
- The requesting museum can meet the conditions of loan.
- The requesting museum would not normally be able to fund the costs associated with the loan.

All applications for loans via the community partnership scheme should be made in writing to the Registrar and will then be considered by the Loans Committee and the Museum Director.

The number and frequency of community partnership loans agreed each year will depend upon the resources available and there is no set upper or lower limit on the number to be agreed within any year.