

Royal Armouries Loan Policy (EXTERNAL)

- The Royal Armouries recognises both the National and International importance of its collection and the contribution it can make to the increase of knowledge and appreciation of arms and armour by lending.
- The Royal Armouries will endeavor 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 collections.
- Loans will be renewable every three years up to a maximum length of loan set at the beginning of the loan.
- Loan renewal will be dependent upon a successful inspection. The cost of this inspection will be payable by the borrower (for loan inspection charges please refer to our *loan charges matrix*).
- The Royal Armouries will require borrowers to pay the costs of setting up and returning loans. The Royal Armouries reserves the right to make other charges as it sees fit relating to the maintenance and preservation of the loan. In cases where the borrower is a commercial or overseas institution, or a non-Registered Museum a loan fee is also payable. An estimate of charges will be provided when preparing a new loan and all other costs will be notified in writing.
- Direct and indirect loan costs may be payable by the borrower. Charges will correspond with the type of institution borrowing and the purpose of the loan or exhibition (for guidance on direct and indirect costs please refer to our *loan charges matrix*). Consideration will also be given to reciprocal arrangements, actual and potential, and community partnership loans when calculating costs.
- Borrowers insurance requirements and liabilities will be as laid out in the Government Indemnity Scheme, Guidelines for National Institutions, issued by the Department for Culture, Media and Sport, 23rd March, 1998, and any subsequent amendments. Insurance provision must be approved by the Royal Armouries prior to commencement of any loan.
- Borrowers will be required to acknowledge loans in any annual reports or similar publications they publish, and in associated display labels.
- The Royal Armouries will not knowingly lend objects to any organization or exhibition where the objects intended for inclusion in the display/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*).