



### **Sedgwick Museum General conditions for loans out:**

It is the borrower's responsibility to make themselves familiar with the terms and conditions of the loan. The borrowing institution must meet the level of collections care specified in Museum Libraries and Archives Council (MLA) Standards in the Museum Care of Geological Collections 2004 (MLA SMCGC 2004), a pdf file of which is available on request.

No loans will be made until all necessary documentation has been received by the Museum, and the Outgoing Loan Agreement has been signed by both parties.

Specimens must not be transferred to a third party, or removed to a different institution, without prior written permission from the Sedgwick Museum Collections Manager or appropriate Collections Assistant (MLA SMCGC 2004, D, 18.10).

The borrower must not use Museum property in the loan for commercial gain.

Postgraduate research students from an external organisation require a letter from their supervisor confirming their status and justification for the loan.

The borrower must return the loan at any time requested by the Sedgwick Museum.

#### **Minimum period of notice required:**

20 working days advance notice is required (requests for loans of under 10 items may be dealt with more quickly at the discretion of Museum staff)

5 working days notice is required for the return of loan material

#### **Maximum number of objects in a single loan:**

There is no maximum number of objects that should be loaned due to the nature of the collections. It should however be assumed that most loans of over 100 objects will be the exception and will require special arrangements to be made.

The number of primary types loaned to an individual at any one time will be established on the merits of the case, although this will not normally be expected to exceed 6 (MLA SMCGC 2004, D, 18.8).

**Maximum length of loan permitted:**

The maximum permitted length of a loan is normally 1 year, although loans can be extended for a further 6 months if necessary.

After 18 months the loan should be returned to the Museum for condition checking, further repeat loans of 6 months will be made at the discretion of the Museum.

Occasionally longer term loans for traveling exhibitions or permanent displays will be made. Duration of the loan and arrangements for condition checking will be dealt with on a case by case basis.

**Potential costs that the borrower will be expected to meet:**

The borrower will normally be expected to meet all transportation costs (including specialist packaging if required) both outgoing and return.

The borrower will normally be expected to meet all insurance costs.

The borrower will normally be expected to meet the costs of any damage that occurs to any object whilst in their possession or in transit between them and the Museum.

**Public access to object:**

Specimens must not be exhibited without permission and credit line:

Specimens must not be used in any public teaching or handling activity without prior permission from the Collections Manager or relevant Collections Assistant.

**Insurance/indemnity requirements:**

The borrower must indemnify the Sedgwick Museum against any claims for injury or damage caused by a specimen or its packing. The Sedgwick Museum will warn the borrower of any known hazard associated with the specimen (MLA SMCGC 2004, D, 18.10).

The borrower or its insurance company is liable for all costs resulting from damage, including the cost of conservation, and for any reduction in value or replacement.

**Handling conditions:**

All physical care (e.g., handling, storage, exhibition) should meet or exceed the standards set down in the MLA SMCGC 2004.

Loss or damage, whether in transit or on the borrower's premises, and regardless of who may be responsible, must be reported immediately. Photographs and documentary details of the damage (e.g., condition report) with dates, name and other details of the occurrence (e.g. damage reports) must be sent to the Sedgwick Museum within 5 working days of the loss or damage.

Handling instructions, including removal from packaging, will be provided with the loan documentation after an assessment by the Sedgwick Museum Conservator.

In general it is recommended that appropriate museum gloves should be worn when handling objects. Objects should be placed on an appropriate surface during study

(for example plastazote foam for most macrofossils and rock and mineral specimens).

Specimens must not be removed from their tablets, or labels from their specimens. When this is necessary it should be carried out by a conservator and only after consultation with the Sedgwick Museum Conservator.

When not in use specimens should be stored in a secure area in appropriate containers (usually those they have traveled in).

**Restrictions on preparation, conservation and analysis of loaned material:**

Each object is considered to be in good condition unless otherwise noted.

The borrower must not carry out any preparation or conservation work, nor may they section, stain, coat for SEM or in any way alter, treat or sample specimens, their mounts, containers or labels without permission from the Sedgwick Museum Conservator and Collections Manager (MLA SMCGC 2004, D, 18.10). Any destructive testing requires an 'Application for Destructive Technique' form to be completed.

Loss damage or deterioration must be reported to the Sedgwick Museum. If damage occurs, any necessary conservation treatment will be arranged for or handled by Sedgwick Museum staff, and that the borrower or its insurance company is liable for all costs resulting from damage, including the cost of conservation, and for any reduction in value or replacement.

**Packing requirements:**

Packing and transportation must be by safe methods designated and approved in advance by the Sedgwick Museum and noted on the loan agreement.

The Museum will pack the objects and will provide appropriate packing materials for the loan. In certain circumstances packing materials will be paid for by the borrower.

Unpacking and repacking must be done by experienced personnel under competent supervision. The loan must be repacked in the same manner as received and with the same packing materials, unless otherwise mutually agreed upon by the Museum and the borrower. All packing materials should be stored, during the loan period in a place conditioned to the same temperature and relative humidity as those under which the loan itself is stored or displayed.

All packing materials that are to be reused must be protected from contamination by insects, mould, dust and airborne pollutants. The return of specimens wrapped in materials such as newspaper, kitchen towel etc. is not considered acceptable.

Objects on loan from the Sedgwick Museum must be stored and transported in conditions appropriate to the nature of the material .

**Courier requirements:**

If the loan contains type, cited or figured material the method of carriage wherever possible should be by courier. In situations where it is not practical for a loan of type or similar material to be carried by hand, the loan should be sent by Royal Mail Special Delivery within the UK, or by the Letters and Small packets Service in conjunction with Airsure and International Signed For. (MLA SMCGC 2004, D, 18.8). The borrower will be expected to meet all courier costs (MLA SMCGC 2004, D, 18.10). The loan agreement is made on the understanding that the loan is returned by the same method.

**Acknowledgement of receipt**

The borrower must acknowledge receipt of the loan within one week. The Sedgwick Museum will acknowledge return of loans within one week (MLA SMCGC 2004, D, 18.10)

**Display, use and storage conditions:**

Request for material for display requires a detailed description of the proposed project and how material will be displayed and at least 6 months environmental monitoring data showing acceptable environmental conditions can be maintained.

**Security of venue:**

The borrower must provide at all times, adequate security in order to protect objects against risk of damage, loss or deterioration due to theft, vandalism, fire, smoke, and water. Adequate protection against insects, vermin, fungi, mould and pollutants must be provided.

Museum collections must be protected at all times against damage caused by exposure to direct sunlight, ultraviolet light, excessive humidity, or proximity to heating or cooling sources.

**Environmental conditions:**

Environmental conditions should be maintained within the limits that are suitable for specific types of material. Guidelines can be found in MLA SMCGC 2004.

**Smoking, eating and drinking around the object:**

Smoking, eating and drinking around objects is not allowed except for in exceptional circumstances (for example objects on open or exterior display).

**Borrower's contingency planning arrangements:**

The borrower must have contingency planning arrangements in place that conform to MLA Accreditation Standards or equivalent.

**Protection of rights (e.g. copyright and reproduction right):**

Images of loaned objects may only be made and used under license of the Sedgwick Museum of Earth Sciences. Requests to make such images should be directed to the Collections Manager or relevant Collections Assistant.

The borrower must not make moulds or casts from any specimen loaned, or make models based on such specimens without the prior permission of the Collections Manager, Conservator or relevant Collections Assistant.

**Acknowledgements and credit line requirements in displays and publications:**

Courtesy of the Sedgwick Museum of Earth Sciences, University of Cambridge

Accession numbers should be preceded by the Museum's institution code CAMSM

**Terms of monitoring object condition and environment:**

Where possible temperature and relative humidity levels should be monitored on a daily basis. Levels should be controlled to minimize short-term fluctuations and to avoid harmful extremes.

**Arrangements for renewal, transfer or cessation of the loan:**

Loans will be returned as agreed with the Sedgwick Museum; requests to extend the loan period should be made 20 working days before the end of the current loan.

**Catalogues required from borrower:**

The borrower must supply the Museum with one copy of any exhibition catalogues that feature objects from the Museum's collections.

**Ownership of specimens and preparations made from the loan:**

All specimens and preparations made from them remain the property of the Sedgwick Museum of Earth Sciences (MLA SMCGC 2004, D, 18.10).

**The recording of new information and retention of existing labels:**

Specimens should be confirmed or re-determined wherever possible. New information should be entered on fresh (conservation grade) labels, signed and dated. Original labels must not be removed, obscured or defaced (MLA SMCGC 2004, D, 18.10).

The borrower must not assign their own accession number to Sedgwick Museum specimens, and must not add letters or numbers to existing accession numbers without obtaining permission from the Collections manager or relevant Collections Assistant (MLA SMCGC 2004, D, 18.10) .

The borrower must provide the Sedgwick Museum with one copy of any resulting publications (MLA SMCGC 2004, D, 18.10).