



Exhibition Loans Policy

February 2017

Our Mission

The West Yorkshire Archive Service exists to preserve the past, serve the present and protect the future. We do this by collecting and looking after the unique documentary heritage of the region and by helping members of the public use and enjoy these records.

Preserving the past, serving the present, protecting the future

Our Vision

To provide a welcoming and engaging service that will inspire people to use the archives of West Yorkshire, enabling them to celebrate their identity and understand their past, present and future.

Exhibition Loans Policy

West Yorkshire Archive Service, as part of its audience development strategy, will mount and take part in exhibitions of archival material.

In considering the exhibition of original archival material, preservation and security are the main concerns. Where these concerns cannot be addressed then WYAS will seek to provide good quality surrogate copies for exhibit. All copying is subject to WYAS reprographics policies and legal requirements.

1 In house exhibitions

Under the Terms of Deposit WYAS has the discretion to exhibit records from time to time. Every reasonable precaution will be taken to protect records so exhibited.

All exhibitions of original archives will be planned with the Audience Engagement and Learning Coordinator and mounted under the guidance of the Head of Conservation.

2 Loans of archives to outside bodies

All loan enquiries should be a formal request in writing, where relevant on the headed paper of the organisation concerned.

All loan requests should be coordinated with the Head of Conservation to allow workloads to be planned. Known research requests should also be taken into account.

A minimum notice period of six weeks must be given by the borrower.

WYAS will not normally loan out:

- Archives which are the property of private individuals or institutions except where the owner's approval has been specifically granted.
- Archives which are in a fragile condition which makes them unsuitable for transport or display.
- Archives where the loan would conflict with agreed terms of deposit.
- Archives exempt from the provisions of the Freedom of Information Act 2000 (for example, for reasons of confidentiality).

Unacceptable borrowers:

WYAS will not lend archives to any organisation which is unable to satisfy WYAS that it will provide an acceptable standard of care and security for the archives. These may include:

- Individuals
- Within the UK, institutions whose accommodation does not meet PD5454:2012 or are not Registered museums
- Persons or organisations whose aims and objectives conflict with those of WYAS and the West Yorkshire Constituent Authorities, or who are likely to bring them into disrepute
- Borrowers whose intention is to use the archives as a prop or decoration in any performance or entertainment
- Borrowers whose intention is to make copies of the archives where this would infringe copyright

Costs

WYAS reserves the right to recover any costs associated with making a loan including (but not limited to):

- Insurance
- Specialist packing
- Transport to and from the loan venue
- Expenses incurred by WYAS staff in preparing, accompanying or inspection related to the loan
- Conservation work carried out by WYAS Conservation Unit prior to the loan

Fees

In order to encourage public access to archives, no fee will be charged for loans made for the purposes of public exhibition.

Where the archives are being loaned for purposes involving an element of commercial profit to the Borrower (e.g. loans to film or TV companies, or where an entrance fee will be charged) the loan may be subject to a fee. Setting of fee levels is the responsibility of the Head of Archives.

Insurance and Indemnity

The borrower must insure the loaned items for loss or damage or undertake to indemnify WYAS. The value of such insurance/indemnity will be determined for these purposes by reference to recent relevant sales catalogues and estimates of costs of

repair prepared by WYAS conservation unit. Proof of insurance must be supplied before the loan commences.

Security

The exhibition area should be patrolled during exhibition hours.

The building and exhibition area should be secure and protected by intruder alarms, sited at building entry points and internal areas and linked to a 24 hour monitoring service.

Fire

Fire risk, detection and/or suppression systems should be installed and linked to a 24 hour monitoring service.

Flood

The borrower must be able to satisfy WYAS that the premises where the items will be stored and exhibited are not at risk of flooding or that adequate precautions and disaster recovery procedures are in place.

Display Conditions

Temperature

The temperature should be as constant as possible.

Taking into account the need to accommodate people, the temperature may be higher than normally recommended for storage but should fall within the range of 18 to 21c.

Relative humidity (RH)

Paper can tolerate drier conditions than materials made from animal skins. Parchment and vellum for example may contract violently and unevenly if displayed in too dry an environment, or if moved to an environment drier than that in which it has been stored.

An RH band of 50-60% is generally considered acceptable provided there are no extreme fluctuations.

Lighting

Below 50 lux for inks, dyes, watercolours, photographs.

Below 200 lux for carbon (black) inks.

All light sources and their use and position should be vetted for compliance with the standard.

Display cases

Cases used for display should be reasonably well sealed to minimise air leakage and constructed from 'safe' materials.

Display cases should be positioned away from sources that may result in local heat gain or a disaster spillage.

If an exhibition room has an unsatisfactory climate, humidity control may be achieved through the use of silica gel as a desiccant in the display case.

Review

This policy is issued in February 2017 and will be reviewed and updated as necessary every three years.

Volumes

The display case should be large enough to accommodate them properly. All volumes displayed should be adequately supported, where necessary through the use of support and book cradles and should be held open with suitable retaining bands.

These should be made only from inert materials.

Single/folded items

Mounts and window mounts cut from museum board can be used to support and enhance the display of single sheet or folded items.

Photographs

Do not display Original colour prints
Early black and white prints
(For later black and white prints use copies if possible)

Originals – mount on silversafe board, secured and sealed in a display case. 11-13 degrees C, 30-50% RH. No contact or proximity to wood, plastics, rubber or recently painted or varnished surfaces.

All mounts and retaining bands will be supplied by WYAS Conservation Unit.

Transport

WYAS will itself transport, or employ a specialist contractor, the loaned items to and from the loan location. Where appropriate the borrower should retain and store in good condition the packing materials for the archives' return

Customs formalities and export licences are the responsibility of the borrower. Wherever possible unpacking of loaned artefacts for customs inspection en route is to be avoided. Customs inspection must take place at WYAS premises of the borrowing institution (or both). In the event of an artefact being unpacked by customs while in transit, it will be the responsibility of the borrower to inform WYAS immediately.

Cancellation during preparation of a loan

In cases where the borrower cancels a loan once it has been agreed, WYAS will recover any preparatory costs incurred as above.

General conditions

- WYAS may withdraw archives at any time during the period of the loan.
- Failure on the part of the borrower to comply with the conditions of the loan will normally lead to the withdrawal of the archives from loan.

- Reasonable access to archives on loan must be provided to WYAS staff or agents for the purposes of inspection. WYAS may require sight of environmental records showing that loan conditions are being met.
- No repairs, restoration, conservation or cleaning may be undertaken without the prior written permission of the Head of Conservation.
- WYAS must be informed immediately of the loss of any loaned item or any damage of whatever nature including any discovered on first receipt/delivery.
- The borrower is not permitted to lend archives to any third party. Archives may not be removed from the specified display premises without prior written approval of WYAS.
- An acknowledgement reading “by arrangement with West Yorkshire Archive Service” must be given in all exhibition labels and catalogue entries. WYAS must be provided with a copy of any such catalogue.
- Photographs or other reproductions of the archives may not be made for commercial purposes by the borrower or their agents without the prior written permission of WYAS. WYAS will advise separately if there is any prohibition on borrowers taking photographs for record purposes or exhibition publicity or on visitors taking pictures for private study or enjoyment. It will be the responsibility of the borrower to secure permission from copyright owners where relevant.

Documentation

A pre and post exhibition condition report will be made on all loaned items. This will include suitable photography. This work will be carried out at the borrower’s expense.

All archives loaned must be catalogued in WYAS database catalogue. Loans will be recorded in the database and using the Exhibition loan record form. WYAS loan agreement form will be the principal means of formalising any loan agreement. WYAS will not accept having any agreement governed by the borrowing institution’s loan-in document alone.

WYAS will retain the paper records of the loan for 6 years from the end of the calendar year in which the archives were returned.

The approval and signing out of the loan is to be carried out by a member of the WYAS management team and the relevant senior professional on site.

All loan documentation will be in English and will be interpreted in accordance with English law.

3 Loans of their own archives to depositors

If the depositor of an archive plans to exhibit original materials WYAS will be happy to advise on security and preservation matters. The WYAS Temporary Withdrawal procedure applies.

We strongly recommend that facsimiles are used wherever possible, but WYAS has display cases to lend to depositors if they choose to display originals.

WYAS strongly recommends that depositors follow these guidelines in order to prevent loss of or damage to their irreplaceable archives.

Temperature

The temperature should be as constant as possible.

Taking into account the need to accommodate people, the temperature may be higher than normally recommended for storage but should fall within the range of 18 to 21c.

Relative humidity (RH)

Paper can tolerate drier conditions than materials made from animal skins. Parchment and vellum for example may contract violently and unevenly if displayed in too dry an environment, or if moved to an environment drier than that in which it has been stored.

An RH band of 50-60% is generally considered acceptable provided there are no extreme fluctuations.

Light

Control can be applied with the use of UV screening filters and/or blinds on windows or by removing the harmful light source.

The level of luminance on manuscript inks, light sensitive pigments and photographs, should not be more than 50 lux.

Account can be taken of the total exposure as light damage is cumulative. Measures can be taken to reduce exposure by covering an exhibition out of hours or by the use of viewing time-switches.

Exhibition cases

Cases used for display should be reasonably well sealed to minimise air leakage and constructed from “safe” materials.

Display cases should be positioned away from sources that may result in local heat gain or a disaster spillage.

If an exhibition room has an unsatisfactory climate, humidity control may be achieved through the use of silica gel as a desiccant in the display case.

Display Methods

All items displayed should be adequately supported, when necessary through the use of support and book cradles.

These should be made only from inert materials.

When parts of a book construction, such as the pages, need restraining, only inert materials should be used.

A common and safe method is to use 12mm wide strips cut from polyethylene, polypropylene or polyester.

Mounts and window mounts cut from museum board can be used to support and enhance the display of single sheet or folded items.

Photographs

Do not display

Original colour prints

Early black and white prints

(For later black and white use copies if possible)

Originals – mount on silversafe board, secured and sealed in a display case. 11-13 degrees C, 30-50% RH. No contact or proximity to wood, plastics, rubber or recently painted or varnished surfaces.

Security

Exhibition cases should have secure locks and be glazed with material that prevents or greatly hinders penetration.

The exhibition area should be patrolled during exhibition hours.

The building and exhibition area should be secure and protected by intruder alarms, sited at building entry points and internal areas.

Fire

Fire risk, detection and suppression systems should be installed.