

## Loans Policy

### 1. Scope and Purpose

This policy covers the loan of library, museum and archive collections to and from the Royal College of Physicians of Edinburgh (hereafter 'RCPE'). The RCPE seeks to loan material in order to create a greater awareness of the history of medicine and the RCPE's role within this. To achieve this, the RCPE will loan material for display purposes only and not for personal research or any other reason. This policy covers all Core Collections but not the post-1950 Lending Collection. For further details on the Core and Lending Collections see the **Collections Development Policy**.

This policy should be viewed in conjunction with the **Loans Out Procedure**.

### 2. General Loan Conditions

- The reason for loaning material must align with the wider aims of the RCPE
- Loans will only be processed if time, staff and other necessary resources are available
- All loans must be requested in accordance with the **Loans Out Procedure** and must be approved by the President of the RCPE
- Material will only be lent if it is:
  - In a suitable condition for transportation
  - In a suitable condition to be used for the stated purpose
  - Unlikely to be exposed to unnecessary risk
  - To be housed in conditions suitable for its preservation
- Further conditions may be applied depending on the material in question
- Loans will be made to a named individual and it is this individual who is responsible for ensuring that all conditions and agreements with the RCPE are satisfied
- All loans will be agreed for a specified period but which will not exceed three years. The RCPE will not loan material for "permanent loan". It is the responsibility of the borrower to return the item(s) by the agreed return date. Loans may be renewed with the agreement of both parties; one month's notice is required for renewal
- All conditions contained here and within the **Loans Out Procedure, Loans Out Agreement Form** and **Loan Facilities Report** must be agreed for the material to be loaned. Failure to comply with these conditions may result in material being recalled
- In exceptional circumstances the RCPE may choose to withdraw items, one month's notice will be issued in this case

### 3. Insurance

- It is the responsibility of the borrower to arrange appropriate insurance cover for the item(s)
- Insurance should amount to the replacement value and include cover for the time in transit

- A separate insurance statement will be required
- Item(s) will not be released by the RCPE without evidence that adequate insurance has been arranged

#### 4. Transport and Storage

- Transport arrangements will be made depending on the requirements necessitated by the material being loaned
- The borrower is responsible for all costs incurred in preparing and transporting material to and from the final destination. Expenses and estimated additional costs will be provided and agreed in advance
- Exhibition or display conditions must meet with the approval of the RCPE prior to the loan being agreed
- The loan agreement will include relevant environmental condition requirements which will be completed by RCPE staff
- The borrower will report any damages/losses to any item(s), either during the loan period or on initial receipt of the loan
- The borrower will not clean, restore, repair or alter the item(s) in any way without prior written agreement with the RCPE
- The borrower will also allow reasonable access to loan item(s) to RCPE staff
- The loaned items must not be photographed, copied, filmed or reproduced in any way without the written consent of the RCPE
- Loan item(s) should be acknowledged appropriately on labels, any accompanying literature and any associated outputs to "Royal College of Physicians of Edinburgh"
- The borrower will provide the RCPE with a copy of any catalogues or other published outputs relating to the loaned material
- Material should be supervised by the borrower when in use and secured when not in use
- The borrower is responsible for ensuring that only authorised individuals have access to the objects

#### Documentation

This policy should be viewed in conjunction with:

Loans Out Procedure

Loans Out Agreement Form

Loan Condition Report

Loan Facilities Report

Object Exit Procedure

Object Exit Form

Object Entry Procedure

Object Entry Form

Collections Care and Conservation Policy

Collections Development Policy

**Policy review**

This policy will be reviewed every four years.

Date Approved by Library & Heritage Committee: 29 June 2023