

## **Guidelines for Loan Requests to the Devonshire Collection**

**Prospective Borrowers** are encouraged to carry out preliminary research before making a loan request. It is helpful to informally discuss the possibility of borrowing from the Devonshire Collection with a curator from the Devonshire Collection well in advance of any planned exhibition.

**Formal requests** in writing should be made as early as possible, no less than six months' notice before the exhibition is scheduled to open for UK loans and 12 months for international loans. This notice counts from the moment a final list of objects has been submitted. We recommend that loan requests for a large number of objects, or for complex objects, should be made no less than 18 months in advance of the planned exhibition opening date. Initial formal requests for the loan of specific works should be made in writing to:

**Kate Brindley**  
**Director of Collections and Exhibitions**  
**Chatsworth**  
**Bakewell**  
**Derbyshire DE45 1PP**  
**United Kingdom**

Formal requests should include the following information:

- The object(s) requested quoting Devonshire Collection accession numbers where possible
- The title, dates and location(s) of the exhibition
- The scope of the exhibition
- The venue address and names/contact details of key staff involved
- A clear rationale for the inclusion of the requested object(s) in the exhibition
- Details of how the requested item(s) will be insured or indemnified

Any subsequent changes to these details must be confirmed in writing. In the event of an object being withdrawn from the exhibition by the Borrower, the Devonshire Collection may undergo conversations to provide a substitute on a case by case basis. All loan requests will be acknowledged by our Registrars Department within two weeks of receipt.

Our Collections Department considers the following factors when determining whether or not to loan a work of art from the Devonshire Collection:

- The academic and intellectual integrity of the exhibition
- The physical suitability of the object for transport and display
- The resources required to make the object available
- The risks surrounding a loan being assessed and moderated to the Registrars' satisfaction
- The impact on the Devonshire Collection's own displays
- The Museum, Gallery or Institution involved in the exhibition

**The approval of loans from the Devonshire Collection** is a two-stage process. All requests are first considered by the Collections Department, in order to make recommendations to the Duke of Devonshire and the Trustees of the Chatsworth Settlement or the Directors of the Chatsworth House Trust. Unless there are concerns about the condition of the work of art, the Devonshire Collection aims to reply with a decision on the loan request within a month of receipt.

**When a loan request has been approved**, a letter will be sent to the Borrower confirming the loan with an invoice of 50% of the loan fee. Between the loan approval and the dispatch of the loan the Registrars will negotiate environmental and security conditions, display requirements, the loan agreement, insurance, transport and courier requirements with the Borrower. Our goal is to manage the physical risk to the work of art at each stage of the loan process. One month prior to dispatch of the loan, the Borrower will be invoiced for the remaining 50% of the loan fee. Payment must be made to our Finance Department within seven days. If the loan request is not approved a letter will be sent to the Borrower confirming the decline of the loan in.

The Devonshire Collection reserves the right to withdraw approval for a loan if specific security, display or other concerns cannot be addressed.

The Devonshire Collection will not loan to any exhibition which includes objects that are known to have been stolen, illegally exported or illegally excavated.

**If an external conservator's opinion is required**, the loans review process may take up to three months depending on the availability of the conservator; however, our aim will be to provide a decision two months from receipt of the loan request. The Registrars will contact the Borrower to obtain agreement to pay the costs of the conservator's report. A prompt response in writing by the Borrower will assist in the smooth running of this process. The Borrower is responsible for covering all costs of the conservator's report whether or not the loan is approved. All fees for conservators are to be paid by the potential Borrower directly to the conservator. If the Borrower does not wish to proceed with the loan request at this juncture or indeed at any time they should inform the Devonshire Collection in writing so that the loan request is closed officially. However, the Borrower may be liable for costs that have been incurred in the preparation of the loan.

**If a work of art or its frame requires conservation**, the Registrars will send the Borrower an agreement listing all charges involved in the loan. Once this form is returned, the Registrars will ask for the approval of the Duke of Devonshire and the Trustees of the Chatsworth Settlement and/or the Directors of the Chatsworth House Trust. If approval of the loan request is received then the Borrowers will be sent a letter confirming this with an invoice of 50% of the loan fee and conservation can begin. At no point will the Devonshire Collection be involved in the financial transaction between the Borrower and the conservator. If a work of art or frame needs to travel to a conservator then the Borrower is also responsible for all transportation costs as well as insuring the item(s) according to the valuation provided by the Devonshire Collection when the work of art or frame is away from the Devonshire Collection. The Borrower is also responsible for any display costs during the loan.

**One month prior to dispatch of the loan**, the Borrower will be invoiced for the remaining 50% of the loan fee. Payment must be made to our Finance Department within seven days.

**Loan fees are as follows:**

- £250 per object/ per venue for UK loans
- £500 per object/per venue for European loans
- £800 per object/per venue for International loans outside Europe

**Additional costs to the Borrower:**

- Fine Art Agent fees and all transport related to the loan
- Courier travel fares, accommodation and per-diem
- Insurance
- Packing cases hired by Kent Services including their delivery at the end of the loan

**Additional requests by the Devonshire Collection:**

- All requests for digital images should be made to our Photo Librarian as early as possible
- The Devonshire Collection must be involved in the selection of the Fine Art Agent
- The acknowledgement should follow the instructions in the loan agreement
- One catalogue each to be sent to the Duke of Devonshire, the Registrar and the Photo Librarian
- Visitor numbers to the exhibition are to be sent to the Registrar at the close of the exhibition