

## Loans from the Devonshire Collection at Chatsworth

### New loan requests:

Loan requests should be sent at least 6 months in advance for UK loans and 12 months in advance for loans within Europe and overseas.

Loan requests should be written on headed paper and addressed to:

Matthew Hirst  
Head of Arts and Historic Collections  
The Devonshire Collection  
Chatsworth  
Bakewell  
Derbyshire  
DE45 1PP

The loan request must include the following information:

- Name and (where possible) the inventory number of the object/s requested for loan
- Title of exhibition
- Dates of exhibition
- Proposed venue/s
- Contact details for borrowing institution
- Reason for the loan request and academic background to the exhibition

Matthew Hirst will acknowledge receipt of the loan request and the Borrower will be informed within 12 weeks if their application is successful.

All loan venues must be able to satisfy the internationally recognised standards of security and will be required to complete the following documents prior to the approval of the loan.

- Borrower's questionnaire
- UKRG Facilities report
- UKRG Security supplement
- UKRG Display case supplement

The Devonshire Collection will not knowingly lend objects to any organisation 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).

In countries where Immunity from Seizure status and/or regulations are in force, it is the responsibility of the Borrower to ensure that The Devonshire Collection property loaned to them is

covered by such provisions. Where the Borrower has failed to do so, liability for any consequent loss to the Lender will lie with the Borrower.

#### Loan restrictions:

The Lender will only loan works to established authorities and venues. The potential Borrower must have professional staff to administrate the loan.

The potential length of exposure of any object is limited by the nature of the work and its display history. Works will not normally be lent to any single venue for longer than three months.

Smoking is not permitted in the place of exhibition or the adjacent areas, not only during the exhibition but also during mounting and dismounting, handling, packing and transportation of the loan.

Only trained collections staff approved by the Lender are permitted to handle and install the works on loan.

#### Government indemnity: UK loans:

The Devonshire Collection will normally accept Government indemnity on UK based loans. If the Borrower requires additional provenance information for GIS; requests should be made in writing in advance of the application in order to allow the Lender a sufficient period of research.

#### Government indemnity: International loans

The Devonshire Collection will consider the use of State indemnities offered by international Borrowers on a case by case basis.

#### Commercial insurance: UK loans

The Devonshire Collection will accept 'nail to nail' cover provided by commercial insurance companies. Proof of cover is required in the form of an insurance certificate which must be sent to the Registrar well in advance of the dispatch of the loan. The Lender reserves the right to delay the shipment of the loan until the documents have been approved. The Lender must be named on the certificate as well as the works on loan along with their agreed valuations.

#### Commercial insurance: International loans

The Devonshire Collection does not normally accept international commercial insurance cover.

## Valuations

The Lender will provide the Borrower with the valuation of the works prior to loan. This information is strictly confidential and should not be made available to staff outside those working on the loan. The Lender reserves the right to increase the value of any work at any time to take into account changes in the market value of works of art.

## Loan fees

As of October 2013, The Devonshire Collection will begin charging for loans. These charges are designed to contribute towards the administration of the loan and do not include other costs such as:

- Conservation
- All Transport costs (including courier expenses)
- Packing cases
- Insurance
- Framing
- Photography

The new loan charges are as follows:

### **Borrowers within the UK and Europe**

£250 per object per venue

### **Overseas Borrowers**

£500 per object per venue

Borrowers must also meet all costs associated with the loan. These include: all costs relating to packing, customs clearance, transport and shipping of the loan; any insurance premiums payable in relation to the loan; travel, accommodation and subsistence costs of the Lenders staff escorting loans (including travel insurance); the costs of catalogue and record photography and the costs of special mounts, stands, frames and conservation work required in connection with the loan.

## Couriering:

The Devonshire Collection will always aim to provide a courier from their own staff. However, in an effort to relieve costs in the current economic climate, we may allow the Borrower or a Lender from another institution contributing to the exhibition to provide a courier. The courier must be a member of the Collections department i.e. Conservator, Curator or Registrar and must have experience in courier duties. All courier trips will be assessed on a case by case basis.

The number of couriers needed to ensure the safety of a loan must be agreed in advance of the loan being dispatched. In the case of particularly complex or large loans, 2 or more couriers may be required.

In the case of loans being transported by air to overseas destinations, a representative of the Borrower or of the Borrower's agent must be present when the objects arrive at the point of entry to the host country and again at the exhibition venue.

Business Class travel is insisted upon for couriers when accompanying the loan works and all on long-haul flights (including those when works are not travelling with the courier).

Couriers escorting loan works between the Lending and Borrowing institution are instructed to prohibit unloading or installation of the objects if a venue does not comply with any condition agreed between the Lender and the Borrower in correspondence prior to delivery.

The Lender and the Borrower must agree on a per diem for the courier in advance of the loan. If the couriers trip is extended, the Borrower must provide the courier with additional days per diem, hotel expenses and any additional travel costs incurred as a result of the extended stay.

#### Transport requirements:

The Borrower is responsible for arranging transportation of the loan works and shall pay all costs associated with this. The Borrower must consult with and obtain advance approval from the Lender before finalising any transport arrangements.

Prior to collection, the Borrower shall provide the Lender with details in writing of the arrangements for packing and transporting the items. The Borrower shall not be permitted to collect the items without the Lender having approved in writing to such arrangements.

Only accredited Fine Arts transport companies shall be used and the company used to transport and handle the loan works must have experience in the handling of such material. The vehicle must be equipped with climate control, air-ride suspension, dual drivers and lift-gate/tail-gate must be used. The Loaned works must never be left unattended and temporary storage between venues is not permitted without specific advance consent.

Unless otherwise notified in writing by the Lender to the Borrower, delivery of the works at commencement shall take place at the Lender's premises.

When objects are dispatched to overseas Borrowers, the company used must have the appropriate experience to handle consignments of valuable and fragile material. The company must have experience in dealing with the airport/seaport procedures and all necessary documentation. Twenty-four-hour acclimatisation (which includes keeping loan works in their original packing) must occur for all international shipments unless otherwise agreed.

The Lender reserves the right to request alternative transport if the transport is not deemed suitable or the Lender is unhappy with the provision of services. The Lender has final approval on all transport used in the shipment of loans.

#### Image requests and Copyright

The Devonshire Collection holds the copyright in all images. Any requests to use images in catalogues or any other use associated with the exhibition/loan (e.g. websites/publicity) should be made to the Photo Librarian; Diane Naylor ([diane.naylor@chatsworth.org](mailto:diane.naylor@chatsworth.org)).

The Borrower is responsible for clearing copyright for the reproduction of images of any works that are in copyright (usually 70 years from the artist's death).

#### Cancellation of loan

If for any reason the loan is cancelled prior to its dispatch, the Lender reserves the right to charge the Borrower for any costs which may have been incurred. Cancellations must be made in writing to the Registrar as soon as is reasonably possible.

#### Outgoing and returning loans

At least three weeks' notice must be given of the intended date for collection/delivery, to allow a sufficient period for the preparation of the work of art and for the approval of the transport arrangements.