



Exhibition Loan Policy

- Removal of documents from the Archives is not encouraged. Good quality facsimiles can be provided for display purposes and would be always be preferred.
- Applications for a loan should be received at least six months before the opening date of the exhibition to allow sufficient time for the necessary preparations.
- The venue will be assessed against PD 5454:2012 *Recommendations for the Storage and Display of Archival Material*.
- The documents will be normally be accompanied to and from the exhibition by a member of Glamorgan Archives staff unless otherwise agreed by the Glamorgan Archivist.
- The borrower will be responsible for expenses incurred by Glamorgan Archives in making a loan. An estimate of costs will be provided in advance and may include:
 - Standard charges for conservation treatment if required, mounting and packing exhibition items
 - Photographic or facsimile copies
 - Insurance where required
 - Travel costs
- Once mounted in the showcase documents should not be removed, except in the case of an emergency, until the exhibition is dismantled.
- Documents are normally lent to a single institution. Travelling exhibitions will need to provide necessary assurances for all venues and have travel arrangements approved.
- No alteration of any kind may be made to a document on loan.
- No adhesives of any kind may be applied to the documents without approval.
- All materials used within the cases, with which the documents may come in contact, must be of archival quality.

- Any caption or credit used for display purposes, and any description given in a catalogue, must state that the document is on loan from Glamorgan Archives and include the document reference.
- Irrespective of the terms of the loan, the borrowing authority shall return any or all of the exhibits at the written request of the Glamorgan Archivist.
- The Glamorgan Archivist reserves the right, at any time, not to proceed with a loan.
- All documents must be displayed in locked showcases. Any other method of display, particularly wall mounted, must be discussed with the Conservator at Glamorgan Archives.
- Documents must be placed in their showcases by the accompanying member of Glamorgan Archives staff, who will supervise the locking of the case, after which time the exhibits and their mounts must remain undisturbed. An alarmed case may be specified by Glamorgan Archives for items of exceptional value.
- No conservation measures of any description may be carried out other than at Glamorgan Archives, or when Glamorgan Archives staff are present.

Environment

- Glamorgan Archives will require written assurance that the environmental conditions are suitable for the exhibits. No food or drink can be allowed in the exhibition area.

Insurance against damage

- Glamorgan Archives will determine the insurance value required in all cases. A UK government indemnity can be accepted from libraries, galleries and museums within the United Kingdom, but commercial insurance will be necessary where that facility is not available. Proof of such insurance, whether covered by the UK Government Indemnity Scheme or a commercial insurance will be required before the loan is made.

Packing and display

- Glamorgan Archives will pack all items for transport to and from the exhibition. Such packaging must be stored safely by the borrower during the course of the exhibition to enable it to be used for the return of the exhibits.
- Glamorgan Archives will mount all exhibition items in consultation with the exhibition organisers. Wherever possible the items will travel ready mounted; if this is not possible, the display will be arranged under the

supervision of the accompanying member of Glamorgan Archives staff in accordance with any previously agreed design. None of the mounts or cradles is to be removed or changed in any way during the exhibition.

- A condition report will accompany each item on loan and must be agreed with the borrower before display. It must be checked and agreed at the end of the exhibition.

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