Wellcome Library Exhibition Loan Conditions

The Wellcome Library regularly lends to exhibitions both in the UK and worldwide. We welcome requests and enquiries from museums, galleries and libraries who are able to meet the conditions laid out in this document. After reading the information here, if you have any further questions, please contact libraryexhibitionloans@wellcome.ac.uk.

Preliminary enquiries

Please use the Wellcome Library catalogue to carry out initial research for your exhibition. Some, but by no means all, of our collection has been photographed, so you may also like to use Wellcome Images to supplement your search.

If you need any further information on any items after carrying out your initial search, please contact Library Exhibition Loans using the email address given above and we will be happy to help you.

Formal request

A formal request for a loan should be sent to Library Exhibition Liaison, 215 Euston Road, London NW1 2BE. All requests should contain the following information:

- Title of the exhibition.
- Exhibition venue(s) and dates.
- Name and full details of the exhibition organiser.
- A general outline of the exhibition.
- List of items requested with Library reference numbers (N.B. The folio/page opening (when relevant) is essential). Please note that we will normally only consider a maximum of 10 items per loan, although in exceptional circumstances more items may be lent.
- Reason for inclusion of Wellcome Library items in your exhibition.
- An undertaking to meet all direct costs arising from the loan which may include conservation, packing, transport, insurance and couriersing.
- A completed and up-to-date Facilities report for each venue. We normally ask that a venue fills out the UK Registrar’s Group Standard Facilities Report but if you have a pre-prepared report that is similar to this, then that is normally acceptable.

We ask that you give us at least 9 months’ notice for requests, although it is always helpful to have as much warning as possible, particularly if the loan is a large or complicated one.
Loan approval

Once the formal loan request is received, the following steps will take place:

1. The Library Exhibition Liaison will assess how viable the loan is, taking into account other loan commitments at that time in addition to the condition of the items requested.
2. If it is decided that the loan is possible in principle, a Wellcome Library Loans Committee meeting will be called, where the appropriate Head of Collection, Conservation and senior Collections Management staff will assess the request and inform the Library Exhibition Liaison of their decision.
3. The Library Exhibition Liaison will then contact the borrower to let them know the outcome of their request, from which point more detailed discussions about display methods and any special requirements can proceed.

We will turn around all loan requests as quickly as possible, but there may be some delay at certain times depending on staff availability. If a delay is anticipated, then the borrower will be informed of this.

Period of loan

We normally only lend to temporary exhibitions of a minimum of 3 months and up to 6 months duration. Requests for loans longer than this, or for touring exhibitions which will total more than 6 months, will be considered, but agreement to lend will be based on the suitability of the item(s) requested and the borrowing venue(s).

The Wellcome Library reserves the right to cut short the loan period if it deems that the item(s) lent are deteriorating in any way, or are at risk of damage or theft.

Costs

All costs associated with the loan will be met by the borrower. These normally include:

- Framing and glazing of flat items.
- Manufacture of cradles or mounts for books.
- Packing and transportation of the loan.
- All courier costs (including return taxi or train fares for loans within London).

Most conservation work for loans is carried out by the Wellcome Library’s Conservation Department at no cost to the borrower. However, there may be occasions when external contractors have to be used for items that need specialist treatment. In this instance, the cost of the initial condition assessment, and any additional conservation work such as an initial consultation will be met by the borrower.

We do not charge for the production of in-house condition reports, photography of items for loan, or for staff time.

All likely costs will be communicated to the borrower for their approval before any work is carried out.
Insurance

The borrower must insure all items, based on the valuations determined by the Library, against 'all risks' and on a 'nail-to-nail' basis. A copy of the insurance policy and certificate must be sent to the Library Exhibitions Liaison prior to the items leaving the Library.

We accept British Government Indemnity in lieu of commercial insurance and may be able to accept indemnities offered by another country’s Government provided that a copy of the indemnity is provided well in advance.

Loans contract

Two copies of the contract for the loan will be issued to the borrower, who will be asked to sign one and return one to the Library.

Packing/Collection/Transportation/Installation

All packing, unless otherwise specified, must be carried out at the Library by a fine art transportation company, which must be approved by the Library Exhibition Liaison prior to appointment.

Crates should be constructed as per the Library Exhibition Liaison’s instructions and transported in a suitable vehicle.

A condition report will be sent for each item on loan. When a courier accompanies the loan (see more on this below), they will carry out a condition assessment of the item both immediately after it is unpacked and immediately prior to it being displayed. Any changes to the condition of the item will be noted and signed off by the courier and a representative of the borrowing museum.

To carry out the condition assessment, a padded table and suitable lighting are required. The same process will take place on de-installation.

Once each item has been installed, it must not be handled, and if in a display case, then the display case must not be opened, without contacting us, unless in an emergency.

Environmental conditions

All items must be stored and displayed in a suitable environment. The specific environmental requirements of each item will be specified in the Loans contract and these must be adhered to at all times.

Our normal requirements are a relative humidity of 40-60%, temperature of 18-22°C, and a maximum of 50 lux. However, we will treat each item on a case by case basis. We
appreciate that some institutions may not have environmental control systems, and in this instance, we will be happy to work with you to find alternative ways of ensuring the correct conditions (the use of display cases, or buffering material for example).

**Display methods**

If any items require framing, or books require a cradle, then we will organise this and have all work carried out by our approved contractors in consultation with the borrower regarding style, colours, etc. We will run all costs for this past the borrower for approval first, and then send you an invoice.

Once you have final case specifications, design lay-outs etc., we will want to see these to ensure we are happy with them. We will also want to know which other institution(s) we will be sharing a display case with, and what kind of objects will be in there.

**Courier**

We reserve the right to send a courier with every loan for both the installation and de-installation. However, we recognise that courier costs can be significant to the borrowing institution and will work with you to try and keep these down (for example by sharing couriers for some loans). We will make these decisions on a case by case basis.

When a courier is required for a loan, the borrower will arrange and pay for transport and hotel accommodation.

When escorting the loan, and travelling by air, the courier will fly business class. Please note that it may be necessary to purchase an additional seat in the rare case that we hand-carry the loan.

In addition to covering all transport and accommodation costs the borrower must provide the courier with a pre-agreed *per diem* to cover food and sundry expenses which should be given to the courier in cash immediately upon arrival.

If the courier has to make their own way to the airport then we ask that the borrower cover the cost of this. This is because fares to the London airports can be expensive and would use up a large portion of the courier’s *per diem*.

**Acknowledgement**

Every item lent must be accompanied by the acknowledgement “Wellcome Library, London”. This extends to use of the item (or images of it) in any publication or media coverage arising from the loan.
Images

We will provide images of each item lent at no cost to the borrower. If additional images are requested (e.g. different page openings from those being displayed) then there may be a charge for this. All images are provided by Wellcome Images. Once contact has been made, the Library Exhibition Liaison will put the borrower in contact with the appropriate person on the Wellcome Images team.