

ROYAL IRISH ACADEMY

Lending Policy for Exhibitions

The provisions in this document apply to manuscripts on vellum or paper, printed works, drawings, paintings, photographic materials, works on papyrus, silk or other media, artefacts, furniture, and sculpture.

1. Applications for loans must be made in writing by the body responsible for the exhibition. In the case of exhibitions organised by groups or other consortia and to be held in a venue which is owned by another institution or group, e.g. a library or museum, the application should clearly state:

- (a) the name/s of the organisers;
- (b) the name of the borrowing institution (i.e. the official borrower);
- (c) the name of the exhibition curator.

The application should include the name of the exhibition (if known) and its exact duration.

2. The following notice is required:

- (a) At least one month – in the case of photographs and printed works;
- (b) Six months – in the case of manuscripts, drawings, paintings, rare items, etc.;
- (c) At least twelve months, and preferably two or more years – in the case of requests for loans to venues abroad.

3. The borrowing institution must comply with the security and environmental conditions required by the Academy in relation to the proposed exhibit/s.

4. Specific details relating to the venue, e.g. floor plans, etc., should be supplied on request. Details re the following should also be supplied:

- building security;
- case security;
- strongroom facilities;
- fire prevention and suppression systems;
- environmental control of the building;
- environmental control of the case;

- components of the case;
 - lighting levels of the case;
 - ambient lighting levels;
 - evidence of a disaster plan.
5. In the event of a request for a loan of an item of great importance or of high value, a facilities form provided by the Academy must be completed before the application can be considered.
 6. The Academy reserves the right to inspect the venue in which the loan object will be displayed, or to commission an independent security review of that venue at the expense of the borrower before the final decision to lend can be made.
 7. The institution responsible for the exhibition must undertake to insure loan items from the time they leave the Academy until their return to the Academy. The value of the item for insurance purposes shall be determined by the Academy.

Copies of authenticated insurance certificates in respect of named Academy documents or artefacts should be lodged with the Academy Library in advance of the loan period.

8. No photography, filming, microfilming, xeroxing, scanning or any other form of electronic copying of Academy materials lent for exhibition purposes shall take place save with the express consent of the Officers or Council of the Academy. Such consent will not normally be granted except for the purposes of a catalogue or for publicity purposes.
9. All costs pertaining to the loan, whether incurred by the borrowing institution or the Academy, shall be borne by the borrowing institution.
10. Approved loan/s must be accompanied to the exhibition venue and placed in the display case by the Librarian of the Academy or the Deputy Librarian. In the case of paintings or sculptures or other artefacts, installation must be supervised by the Librarian or Deputy Librarian at the venue.
11. Items not for loan
 - (a) The following categories of material may not be lent for exhibition:
 - I. Only in exceptional circumstances, will pre-1600 items be considered for loan outside the jurisdiction;
 - II. The *Cathach*, the *Domnach Airgid* and the *Stowe Missal* will not be loaned;

- III. Bequest items which specify that they may not be lent;
 - IV. Items on deposit with the Academy (unless the written consent of the owner is obtained by the Academy);
 - V. Items which are fragile and/or in need of conservation;
 - VI. Items which have not been fully recorded photographically or in digital format;
 - VII. Items or groups of items which constitute a significant proportion of a collection.
- (b) An item which has been lent for exhibition outside the Academy will not normally be lent for further exhibition until a period of three years has elapsed. Similarly, items which have recently undergone conservation, digitization, or microfilming may not be lent until they have been reconditioned.
 - (c) Vellum manuscripts will not be lent to venues which do not have a strongroom *in situ*.
 - (d) Manuscripts on paper will not be lent to venues which do not have a suitable fireproof safe *in situ*.
12. In making a decision as to whether or not to accede to a loan request, and in addition to the foregoing, the Council of the Academy will take particular account of the nature and public standing of the institution or body wishing to borrow the material, and its experience of mounting and curating exhibitions. Account will also be taken of the academic or scholarly nature of the proposed exhibition, the intention to produce a comprehensive catalogue, etc.
13. The written approval of the Council, or, in the case of minor loans, the Officers, of the Academy, must be obtained for any proposal to borrow items for exhibition from the Academy's collections.
14. The final decision in each instance is reserved by the Academy.

S. Fitzpatrick,
Librarian

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