

Library Exhibitions: Procedures and retention re loans to/from Academy, incl. panel exhibitions



The Library engages in exhibitions in several ways, described below:

1. Exhibitions on-site
2. Loans of Academy panel exhibitions
3. Borrowing of panel exhibitions from external bodies
4. Loans to external exhibitions

1. Exhibitions on-site

We curate two to three exhibitions annually: these are mainly based on our collections. Occasionally, we borrow items from individuals or other repositories. In this case, we complete loan agreements with the lenders and take out insurance to cover the loans for the duration. Receipts and condition reports are issued on taking in the loans and on their removal at the end of the exhibition. Exhibition launches may be organised: in this case invitations are issued and temporary spreadsheets are generated for the purposes of managing the event. Photographs may be taken at launches and in this case notice is given to attendees in advance and their consent to being photographed is requested. This is optional for the invitees and should not be a condition of attendance at a launch or any other event.

Retention:

- Agreements, condition reports, receipts and ancillary documentation are held for two years post the exhibition for audit purposes.
- A file containing correspondence of major importance and any promotional material is held indefinitely as a record of the exhibition.
- Lender data (except in cases where anonymity is requested) are recorded on item captions and lenders are acknowledged in the Academy's *Annual Review* as appropriate.
- Spreadsheets containing details of guests to be invited to exhibition launches are retained temporarily for launch organisation purposes then disposed of securely by deletion.
- Consent forms for photographs will be held for the duration of the consent.

2. Loans of Academy panel exhibitions

The Library has a range of panel exhibitions which are lent to libraries or art centres upon request. Loan agreements are completed by the Academy Library and the borrowing facility's nominee. The borrowing body undertakes to insure the exhibition wall-to-wall and to cover all courier costs. Receipts are generally emailed on the safe arrival of the exhibition at its destination. A spreadsheet is kept: this tracks the release of travelling exhibitions and their

return with details of the borrowing institution and contact details of the person responsible for them.

Retention:

- Correspondence, agreements, receipts and ancillary documentation are held for two years post the exhibition for audit purposes.
- Personal data are minimised on completion of the loan.
- Non-personal details of the transaction are retained on the spreadsheet for record purposes.

3. Borrowing of panel exhibitions from exhibition bodies

Occasionally, the Library borrows panel exhibitions from other bodies, including embassies and other libraries. Depending on the loan conditions applied by the lenders, as borrower, we insure the exhibitions for the duration and enter a loan agreement with the lending body. Correspondence, loan agreements and ancillary documentation are all disposed of securely two years after the completion of the loan. Note: Some lenders, e.g. embassies, normally do not require loan agreements, insurance etc.

Retention:

- Correspondence, agreements, receipts and ancillary documentation are held for two years post the exhibition for audit purposes.

4. Loans to external exhibitions

The Library lends to two to three exhibitions annually. Loans may comprise drawings or manuscripts or printed works. The Library's Lending Policy for Exhibitions may be found at: <https://www.ria.ie/sites/default/files/ria-lending-policy-for-exhibitions-april-2006.pdf>

Documentation generated by external loans is generally extensive: this includes material required for due diligence to be carried out, e.g. Facilities Reports; Disaster Response Plans; other documentation supporting the loan request. Usually, a two-year period is required to allow for potential site visits and to ensure that negotiations cover all the eventualities. Insurance, transport, courier, conservation and other costs are all borne by the borrowing institution. Condition reports and receipts are generated. Loans abroad generally require export licences and supporting documentation, e.g. high resolution photographs, explanatory material about the loan item.

Loan files are retained indefinitely for record and future archival research purposes. However, Facilities Reports, Disaster Response Plans and proofs of insurance are destroyed on safe return of the loan in good condition to the Academy. A record is retained on the loan file of the documents obtained and dates of disposal.

Retention:

- Agreements, condition reports and ancillary documentation are held indefinitely for legal & audit purposes and historical & research purposes.
- Receipts are held for two years post the exhibition for audit purposes.
- A file containing correspondence of major importance is held indefinitely for historical & provenance purposes. Other correspondence is disposed of on takedown of the exhibition.
- Facilities reports, export licenses, disaster response plans and proofs of insurance of the borrowing body are retained until the successful return of the loan to the Academy.

Librarian,

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