Library Exhibitions: Transparency Statement

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

1. Exhibitions on-site
2. Travelling panel exhibitions
3. Incoming panel exhibitions
4. Loans to external exhibitions

1. 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. The agreements, condition reports and ancillary documentation are held for two years post the exhibition for audit purposes. A refined file 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.

   Exhibition launches may be organised: in this case invitations are issued and temporary spreadsheets are generated for the purposes of managing the event. These are retained for a short period only. Photographs may be taken at launches and in this case notice is given to attendees in advance and their consent is requested to potentially being the subjects photographs.

2. 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. Personal data are minimised on completion of the loan. Non-personal details of the transaction are retained on the spreadsheet for record purposes.

3. Occasionally, the Library borrows panel exhibitions from other bodies, including embassies and other libraries. As borrower, we insure the exhibitions for the duration and enter a loan agreement with the lending body. Minimal records are retained for exhibitions taken in by the Academy.

4. 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 here (insert url).

   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 Report, Disaster Response Plans and proofs of insurance are destroyed on safe return of the loan in good condition at the Academy.

Librarian, May 2018