



# Robinson Library, Special Collections

## Conditions of Loan

The Robinson Library, University of Newcastle upon Tyne, is prepared to consider lending for exhibition purposes items from its Special Collections. The following conditions, intended to safeguard the item(s) lent, are similar to those set by other leading libraries and archive repositories.

1. Requests for loans should be made on the attached application form at least 3 months in advance of any exhibition.
2. The borrowing institution will be responsible for all expenses incurred by the Robinson Library in connection with the loan. These may include any remedial conservation work deemed necessary in preparation for the loan, insurance, the cost of making a security copy of the item to be loaned and travelling expenses, subsistence and accommodation for a courier.
3. Great care should be taken in all handling of the item(s) lent.
4. Loaned items must be displayed with acknowledgement to "The Robinson Library, Newcastle University".
5. Items must be fully supported physically and must be displayed in secure, safe conditions and in an appropriate environment.
6. No marks should be made on the item, nor should any existing mark be obliterated.
7. No adhesives should be used for displaying the item and, in the case of documents and books, all materials within the cases with which the item will come into contact should be acid-free.
8. One copy of any catalogue of the exhibition should be sent to the Special Collections Librarian at the Robinson Library.
9. The loan may only be used for the exhibition for which permission is granted by the Robinson Library. It may not be sub-loaned, either to another institution or to an individual, nor, except in an emergency involving the safety of the exhibit(s), may the loan be handled by anyone other than the borrowing institution's display staff when mounting and dismantling the exhibition.
10. The borrowing institution must acknowledge in writing the safe receipt of the item within 48 hours and must also acknowledge a condition report which will be sent with the item. Any damage sustained to the item either in transit or in the course of exhibition must be reported to the Librarian of the Robinson Library within 48 hours. No remedial action

should be undertaken without the permission of the Librarian of the Robinson Library, who will specify the place where such work should be carried out. The borrowing institution will be expected to bear the cost of any such work.

11. No reproduction of any kind may be made of the item without the permission of the Librarian of the Robinson Library. If such permission is granted, the borrowing institution should ensure that lamps for film, photographic or televisual reproduction do not result in any damage to the item (e.g. overheating, fading).

12. No loan made by the Robinson Library may be used for any commercial purpose (e.g. a book promotion) without the prior permission of the Librarian.

13. The borrowing institution will be required to arrange all risks insurance for the item from the time it leaves the Robinson Library until the time it is returned to the Library building. The arrangements must be made with a firm trading in Britain and under English legal jurisdiction. The sum for insurance purposes will be nominated by the Robinson Library and the certificate of insurance must be supplied to the Library before the item can be released on loan.

14. In the case of foreign loans, customs formalities must be cleared before the outward and return journeys.

15. The Robinson Library reserves the right to examine the exhibition area and method of display before any final agreement is given.

16. The Library reserves the right to cancel or recall an agreed loan, but will normally only do so if the item is urgently required by a home user or if the borrowing institution has failed to comply with the conditions of the loan.