

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 28 June 2018

Staffordshire and Stoke on Trent Archive Service: Loans Policy

Recommendation(s)

1. That the Committee approves the Loans Policy for adoption by the Service.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

Background

2. The Archive Service and Museum Service are both Accredited Services. As such they work to a set of policies approved by their governing body. The work on the Conservation Management Plan for the Staffordshire History Centre recommended a review of the current service policies to bring them together into a single set where possible. There may be variations or amendments specific to the sector requirements for archives or museums.

3. The Loans Policy has been extended to cover the work of the Archive Service. It makes reference to the William Salt Library collection as the Service manages the library collection on behalf of its trustees. The Trust will be asked to review its own policy in light of the Loans Policy.

Purpose of the policy

4. Staffordshire Archive and Heritage Service is committed to widening physical access to its collections. It makes loans for the following reasons:

- to widen physical and intellectual access to its collections
- to raise the profile of the Service and its collections
- to encourage co-operation and partnership working with other museums, galleries, archives and other organisations through the exchange of collections.

5. The Archive Service has allowed items to be borrowed for exhibition at local, national and overseas institutions. Requests have been considered on a case by case basis with necessary checks carried out and permission sought where the item does not belong to the Archive Service. Loans are not frequent and are time limited to ensure material is preserved correctly and available for consultation in public searchrooms.

6. The Museum Service makes its collection available for loan on a regular basis. This enables the Museum to make its collection more accessible to local residents and communities.

7. The Loans Policy sets out the guiding principles and sector standards for dealing with requests for loans. It ensures that a consistent approach will be taken across the whole service and that organisations making requests are aware of the terms and conditions they must meet to borrow an item. It sets out reasons for refusing a request for a loan.

8. The Staffordshire History Centre project is aiming to make the collections more accessible to a variety of organisations and communities. This policy will enable that work to take place following agreed processes and guidelines. The Centre will have its own exhibition space and will be able to take items on loan from other institutions. This policy covers inward loans to ensure the service undertakes due diligence in accordance with our sector codes of ethics.

Resources and expenses

9. A fee is not normally charged for a loan. However loan requests require assessment by staff to check the condition and suitability of items for loan and seek permissions as appropriate. This work is accommodated within existing resources.

10. Where an item requires conservation work, mounting and photography, additional insurance or other preparatory work, these costs will be passed on directly to the borrowing organisation.

Risks

11. The collections are insured on the Council insurance policies for repair and conservation. As the items are irreplaceable they are not insured for loss (with the exception of the Sutherland Papers and Minton Archive which were purchased via grant funding). The values are reviewed each year with inflationary increases added. The insurance policy covers transportation of items to other venues.

12. The service will normally require borrowers to provide insurance on a 'nail to nail' basis for the duration of the loan.

13. There are internal guidelines and procedures for securely packing, transporting and supervising material. Where items are taken out by staff for outreach and learning activities this is covered on the Council's insurance.

Recommendation

15. The policy complies with best practice for the archive and museum sector and will support the Staffordshire History Centre project. It is recommended that the committee approve the policy.

Appendix 1

Equalities implications:

The policy describe ways in which collections can be made accessible through loans to suitable organisations and to as wide a community as possible.

Legal implications:

The policies are required to support Accreditation for Archives and Museum services. They Conservation Management Plan for the Staffordshire History Centre also required review of this policy to bring together a common approach across the collections.

Resource and Value for money implications:

The policydescribes how related work is resourced both within existing budget and by recovering income to offset external costs.

Risk implications:

No significant implications.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Papers	Contact/Directorate/ext number
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Appendix 2 Archives and Heritage Loans Policy June 2018