

THE NATIONAL GALLERY

LOANS MANAGEMENT STATEMENT

LOANS IN May 2006

Introduction

The National Gallery borrows works of art from both institutional and private lenders. There are two categories of loans in:

- Loans to the permanent collection which are borrowed for display in the main floor galleries. Loans are made either for a particular period of time (the minimum is usually two years) or indefinitely.
- Loans to National Gallery exhibitions borrowed for the period of the exhibition.

Policies and Procedures

The Gallery aims to provide at least the same level of care to loans in as it would to works of art in the Collection. The following procedures are followed with a view to minimising the risk of both loss/damage to loans and potential financial loss, legal challenge or loss of reputation to the Gallery:

- Before a loan request letter is sent, the provenance of the loan is considered, and where necessary researched in order to assess the likelihood of a claim of ownership being brought whilst the loan is in the Gallery's care
- Wherever it is reasonably possible, an assessment of whether the loan belonging to a private collector is fit to travel is obtained. It is expected that institutions will assess fitness of the loan themselves.
- The Gallery ensures that there is a written agreement signed by both parties which establishes the purpose and period of the loan and the conditions under which the loan is made.
- No paintings on loan that are known to be for sale are displayed with the permanent collection.
- The Gallery will ensure that all reasonable care is taken to protect the loan at every stage from every foreseeable risk of loss or damage (such as theft, fire, flood, vandalism, accidental damage and so on). This includes the provision of acceptable levels of security, expert handling, packing, transport, environmental conditions, records and documentation, ensuring that DCMS indemnity standards are met.
- All loans are covered by UK Government indemnity or insurance (as appropriate) for the duration of the loan.
- The Gallery keeps a condition record for the duration of the loan: undertaking condition checks at all stages of the loan and for monitoring the condition of the loan whilst on display at the National Gallery.
- No interventive action (e.g. cleaning, deglazing, unframing etc.) is taken on the loan by the Gallery or its agents without prior written agreement from the lender.
- The Gallery, via its shipping agents ensures that appropriate shipping formalities and formal documentation requirements are met and that Customs & Excise, import and export rules in the UK and abroad have been followed.
- The Gallery should ensure that copyright restrictions are adhered to, by requesting appropriate permissions via the loan agreement and ensuring that those NG and NGC departments publishing images have been informed of the permissions granted.
- Where requested, the owner's confidentiality is respected.