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| | The National Archives, Kew, Richmond, Surrey TW9 4DU | THE |
| | | NATIONAL |
| nationalarchives.gov.uk | exhibitionloans@nationalarchives.gov.uk | ARCHIVES |

The National Archives - loan for exhibition application form

(Please return this form and copy for your own records)

1. **Title of exhibition:**.....
2. **Proposed dates of exhibition:**.....
3. **Name and address of institution where the exhibition is to be held (please specify who the borrowing organisation will be, if different from the venue):**

.....
.....
.....

4. **Name (and address if different) of official to whom correspondence should be directed:**

Name:.....

Tel:

Email:.....

5. **The National Archives (TNA) references of documents requested, including the page/folio to be displayed, and a brief description of the record. Please be specific. The reference and/or item number is required:**

TNA Reference

Description

1.....

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- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

5. How do you propose to display the item(s)?

- Wall mounted.....
- Showcase(s).....

We will let you know dimensions of all items and if an item is found to be in a bound volume.

6. Environmental information

- a) How are environmental conditions in the exhibition areas monitored? Do you have telemetric monitoring in place?

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- b) How is the temperature and relative humidity controlled (i.e. BMS, passive

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control):

- In the exhibition area(s):.....
- In the showcase(s):.....

c) What are the guaranteed parameters of temperature & relative humidity:

- In the exhibition area(s):.....
- In the showcase(s):.....

d) How many **hours per week** will the loan item(s) be illuminated for? Please include cleaning hours or additional hours:

.....

e) What level of visible light can be guaranteed to illuminate the loan item(s) (lux):

.....

f) What level of UV content ($\mu\text{W}/\text{lumen}$) can be guaranteed?.....

Note: we will require a completed [UKRG Facilities Report](#), or equivalent. Also, we normally require **environmental data** from the display space for the same period in a previous year.

7. **Disaster Planning**

Please confirm that you have a full emergency response plan in place which covers the protection and salvage of collection items:

YES/NO

8. **Security Information**

a) Has your venue been assessed by the National Security Adviser at Arts Council

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England?

Note: we will require a completed [UKRG Security Supplement](#), or equivalent.

9. **Do you have any reasonable cause to believe that any object comprised in the exhibition was stolen, illegally exported or illegally imported from its country of origin as defined by the 1970 UNESCO Convention on Cultural Property?**

YES/NO

10. **Insurance Information**

We will discuss liability arrangements with you according to your status as either a UK national, non-national, or as an international borrower.

We will also specify if the documents requested are public records or whether they are part of a private collection held by The National Archives.

Accordingly, insurance cover will be arranged by the borrower using either commercial fine art insurance, UK Government Indemnity, or through the use of existing resources, according to the [Government Indemnity Scheme](#) compensation arrangements. We will consider international indemnities on a case by case basis.

Before the loan can take place we must receive a copy of a commercial certificate of insurance, a letter of assurance of existing resources, or, where an item is part of a private collection held by TNA, a copy of the UK Government Indemnity certificate.

- a) How do you expect the item(s) to be insured in the event of loss or damage?

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11. **Contextual information and reasons for loan**

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Please provide an outline of the exhibition topic and aims, and reason for requesting the items from TNA. Please attach a separate sheet if necessary.

If you have already submitted a formal letter of request which covers this, we will refer to that letter, you do not need to repeat here.

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Please refer to the [UK Government Indemnity Scheme guidelines](#) for information on the security and environmental standards required for loans out from national institutions. Refer to Annexes D, E and F.

We will consider your application and supporting documents, and we will check for internal requirements for the documents. A conservation professional will assess the documents and their suitability for travel and display. Thereafter, your loan application will be approved in principle or declined, considering all information and satisfaction of the loan conditions. If approved, we will respond to you with detailed conditions and negotiate all arrangements. We will require a TNA loan out agreement to be agreed and signed by both parties.

I have read and agree to the [conditions for the loan of public records](#). The borrowing organisation undertakes to bear all direct costs associated with this loan, including but not limited to; expenses incurred by TNA as described in the [conditions for the loan of public records](#), couriering expenses, insurance, transport and shipping, packing, showcases, mounts and frames.

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Name: _____

Position: _____

Signature: _____ **Date:** _____