

Policy for Loan and Use of Heritage and Other Assets

Date: November 2020

Review Date: November 2023

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Policy Title	<i>Loan and Use of Heritage and Other Assets</i>
Policy Number	<i>POL038</i>
Version	<i>3</i>
Policy Sponsor	<i>Head of Service responsible for Collections</i>
Policy Owner	<i>The Service Development Manager with responsibility for Collections</i>
Committee and date recommended for approval	<i>Services, 19 November 2020</i>
Date Approved by the Board	<i>10 December 2020</i>
Equality Screening Status	<ol style="list-style-type: none"> <i>1. Screened: 8 November 2017</i> <i>2. Screening Reviewed: 4 November 2020</i>
Rural Needs Impact Assessment Status	<ol style="list-style-type: none"> <i>1. Assessed: 9 November 2020</i>
Date Set For Review	<i>November 2023</i>
Related Policies	<ul style="list-style-type: none"> <i>• Customer Feedback Policy</i> <i>• Heritage Policy</i> <i>• Engaging with Culture and Creativity Policy</i> <i>• Filming Policy</i> <i>• Partnership Policy</i>

Libraries NI

Policy for Loan and Use of Heritage and Other Assets

1. Introduction

- 1.1 Libraries NI holds a number of heritage assets including items of stock and a small number of artefacts such as works of art.
- 1.2 From time to time Libraries NI receives requests for the loan of a heritage asset. These are normally short term loans in connection with an event or exhibition.

2. Purpose

- 2.1 The purpose of this policy is to set out Libraries NI's approach to the loan and use by others of heritage assets.

3. Policy

- 3.1 Libraries NI will view positively appropriate requests for the loan of cultural heritage assets providing that this is of benefit to Libraries NI and aligns with its objectives of:
 - increasing awareness of Libraries NI and its collections and services
 - increasing participation in library services
 - increasing access to culture, heritage, information, learning or reading
 - promoting heritage resources
 - achieving specific business plan targets or objectives and/or
 - supporting mutually beneficial partnerships.
- 3.2 In doing this, Libraries NI will be mindful of the need to preserve such assets in the long term and thus to minimise possible risks of damage or loss.
- 3.3 Libraries NI will also take account of the financial resources available to it. Although Libraries NI will not generally charge for the administration of loans, it does reserve the right to do so and in some cases Libraries NI may not have the capacity to assess and administer a loan request.
 - 3.3.1 Borrowers will normally be expected to meet the direct cost of loans such as appropriate insurance cover, transport, packing and courier requirements, costs of preparation for objects to be borrowed, any additional security measures deemed necessary and any extraordinary costs incurred facilitating the loan. Approval of a loan may be affected by the availability of resources within Libraries NI necessary to facilitate the loan.
 - 3.3.2 Commercial organisations may be charged to borrow or use heritage assets.

- 3.4 Libraries NI will not generally lend heritage assets to private individuals or to organisations/venues where public access is restricted.
- 3.5 Libraries NI will consider each loan request on its merits, assessing the benefits, risks and costs involved.
- 3.6 Libraries NI requires an acknowledgement on behalf of any organisation permitted to use images taken of heritage assets.
- 3.7 Libraries NI requires any organisation to whom heritage assets have been loaned to acknowledge it in any publicity or promotional material relating to the assets.
- 3.8 Libraries NI reserves the right not to lend requested heritage assets.

4. Authority

Policy Sponsor: The appropriate Head of Service is the Policy Sponsor.

Policy Owner: The Service Development Manager with responsibility for Collections is the Policy Owner.

Policy Contact: The Senior Heritage Services Manager is the Policy Contact.

5. Related Documents

Policies

- Customer Feedback Policy
- Heritage Policy
- Engaging with Culture and Creativity Policy
- Filming Policy
- Partnership Policy

Guidelines

- Guidelines for the loan and use of heritage and other assets