Loans from the RIBA Collections

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How to borrow from the RIBA Collections

The RIBA Collections make up one of the largest and most important collection of objects relating to architecture in the world.

Numbering over four million items, the collections celebrate the achievements of architects from the Renaissance to the present day. Highlights include the world's largest collection of drawings by the architect Andrea Palladio, the archives of prominent architects and architectural practices, a collection of printed books from to 1478 onwards and the photographic archive of the Architectural Press.

The collections contain not only drawings, photographs and books but also many 3D items such as architectural models, drawing instruments, busts and portraits. It also includes coins, medals, architectural toys and a variety of architect's objects as well as the institutional archive of the RIBA.

1. RIBA Lending Policy

We consider sympathetically all requests for loans but as a Designated Collection, we can only lend to institutions that meet the required conditions of security and environment set out in our **Conditions of Loan** (pg.6), which should be read in conjunction with this document.

All loans go through a formal approval procedure.

2. Preliminary Enquiries

We welcome all enquiries regarding loans; if requests can be submitted as early as possible this allows us to identify and inform you of any potential issues early on in the selection process. In many cases if a desired object is not available an equally suitable object may be found.

Please use the <u>RIBA online catalogue</u> to search for items in the collections. Images of a proportion of items from the collection can also be found by searching our online image database at <u>www.ribapix.com or contact ribapix@riba.org.</u>

If possible, we encourage curators to view the objects in person. The Drawings & Archives Collections are available to view in our study rooms at the Victoria and Albert Museum. The study rooms are open Tuesdays, Wednesdays and Fridays, 10am – 5pm. Appointments to view items can be made by telephoning +44 (0)207 307 5355 or emailing <u>drawingsandarchives@riba.org</u>.

To view items in our Early Printed Books Collection, please visit the British Architectural Library at 66 Portland Place. The library is open Tuesdays (10am – 8pm), Wednesdays (10am – 5pm), Fridays (10am – 5pm), and Saturday (10am – 1.30pm), and the contact number is +44 (0)20 7307 5355. If you are not an RIBA member you will need to take photographic ID with you.

The Robert Elwall Photographs Collection can also be consulted at the main library at 66 Portland Place. If you would like to see anything in the collection, please contact the curators directly at photo@riba.org to make an appointment.

3. Formal Requests

Formal requests must be made in writing to the Chief Curator, RIBA Collections. The letter should be addressed:

Chief Curator RIBA Drawings and Archives Collections, Victoria and Albert Museum, Cromwell Road, London, SW7 2RL

The letter should include where possible:

- The title of the exhibition
- A general outline of the exhibition and reasons as to why our object is being requested. This information may be used on our website to publicise our loans and your exhibition.
- The proposed exhibition venues and dates, and details of all touring venues (if applicable)
- The descriptions and reference numbers of the objects that are being requested
- The preferred display requirements of the objects including any page openings for books
- Details of the main contact for the loan: Address, email, telephone.

Any formal request must be accompanied by a facilities report for the borrowing institution, including reports for every touring institution. We cannot make any decision on a loan without this information.

4. Notice

Formal requests for UK based institutions should be made at least 9 months in advance. Venues from outside the UK will also require at least 9 months' notice. We need this time in order to schedule the preparation of the object with our conservators as well as essential administration scheduling. We also have to balance the requirements of our own exhibitions programme and the loans service.

If any institution intends to borrow a large amount of items we would require more than the recommended 9 months. We would recommend 18 months to 2 years from the first point of contact for requests of a large number of objects but every loan request will be assessed on an individual basis.

5. Loan Approval process

All applications to borrow from the collection are individually assessed. Each institution must provide a <u>facilities report</u>, preferably including a <u>security supplement</u>. This is ideally provided when submitting a formal application. In the case of three-dimensional objects it is helpful to fill out a <u>display case</u> <u>requirements report</u>. The UK Registrars Group (UKRG) has templates of these documents to download on their website.

All objects will be assessed by a Conservator to see whether they are in a fit condition to be lent, depending on the desired display time. It will be determined when was the last time they were on display and for how long. The Registrar will also check whether the object is required for internal exhibitions or is already committed to another borrower.

In the case of objects that are on long-term loan to the RIBA we would need to get the lender's written permission before we can approve the loan.

The decision to lend in principle is made on the basis of:

- The academic and intellectual integrity of the exhibition or project
- The physical suitability of the object for transport and display
- The resources required to make the object available
- The impact on the RIBA's own exhibitions of any withdrawal of objects for loan.

The Chief Curator/Registrar will write back within 1-2 months with a formal acceptance or rejection of the request.

In the case of acceptance, the letter will contain the following information:

- i. Agreement to lend
- ii. The costs chargeable to the borrower, such as the loan fee
- iii. The RIBA conditions of loan.
- iv. A request to the borrowing institution to institution to check, complete, sign and return enclosed loan form.
- v. A request for transport information (dates and shippers) as soon as possible.
- vi. The deadline for replies and the return all forms, signed.

 No work will be undertaken until the Loan Agreement is signed and returned.
- vii. The explanation that, once we have received the signed loan form, we may well have to charge up to and including the full loan fee if they withdraw from the loan after conservation work has begun.
- viii. A statement that from this point on all contact regarding the loan must be made through the Registrar.

6. Why a loan may be refused

Whilst all effort will be made to facilitate a loan there may be occasions, however, when loans are refused. Where a rejection is made full reasons will be given. These might include:

- prior commitments for the object/a clash of dates with other projects
- inadequate justification for a particular object to be lent
- fragility or physical nature of the object
- removing the object from display would have a significant impact on our galleries
- the object will not be accessible to the public
- specified display, environmental and security requirements cannot be met
- short notice of the loan request
- pressure on RIBA staff resources

Key Timescales for borrowing objects

Nine months before exhibition opening

- Borrowers submit formal loan request
- Borrower sends copy of UKRG Facilities Report to RIBA for inspection
- Borrower notifies RIBA of main contact for the loan at exhibition venue
- RIBA Registrar checks availability and Conservator assesses condition of objects
- RIBA Registrar makes initial contact and informs borrowers of loan fee/costs.

Two months maximum after receipt of request

- RIBA gives formal decision on loan request giving loan information, including fee confirmation, object details, valuations, and provenance. RIBA advises on courier requirement.
- Conservation and preparation begins on objects.

Five months before opening date

- Final deadline for confirmation of object list and exhibition dates
- Borrower informs RIBA of how they would like to display required objects.

Four months before opening date

- Borrower and RIBA agree requirement for bespoke mounts: for bound volumes, page opening and upstand to be finalised
- Any new cases required for models to be agreed
- RIBA and borrower agree any desired alternative framing requirements.

2 months before opening date

• Borrower appoints a Fine Art Transport Agent and notifies RIBA of contact.

1 month minimum before opening date

- Borrower sends copy of insurance policy/Government indemnity to RIBA for inspection
- Borrower informs RIBA of the days, or at least the week, in which the courier is required for installation; despatch date is agreed with Transport Agent and travel arrangements made.

After opening of the exhibition

- RIBA will send invoice to loan contact for the loan fee
- Borrower to send RIBA two copies of any catalogue or exhibition guide for their libraries.
- After exhibition is closed borrower to send final visitor figures to RIBA Registrar.
- Installation images of the object/s and exhibition should be sent to RIBA Registrar.

Loans Policy and Conditions of Loan

1. The Collection

The RIBA Collections are made up of five distinct sub groups of material; drawings & archives, photographs, books/periodicals and our 3D objects, such as architectural models, toys, portraits, busts and drawing instruments. Consisting of approximately 4 million objects, the collection covers a wide range of dates and countries and includes work by architects from Britain and abroad.

2. Why we lend

Loans of items to other organisations and exhibitions enable the architectural collections of the RIBA to reach a wider audience to further promote architecture and to enhance the reputation of the RIBA Collections as one of the world's leading architectural collections.

The RIBA also encourages the loan of objects to further knowledge, understanding and scholarship relating to the objects in the collections and to increase co-operation both nationally and internationally.

Objects from the RIBA collections are also lent in order to promote, support and develop the architectural profession by providing creative access to our members and inspiring new generations of architects.

The RIBA also lend objects to supplement permanent displays in other museums, regional galleries and historic buildings on long-term loan throughout the UK and internationally.

3. Who we lend to

We consider sympathetically all requests for loans but as a Designated Collection (MLA), we can only lend to institutions that meet the required conditions of security and environment set out in the following Conditions of Loan.

4. What we lend

We will consider loan requests for all objects in our collections, providing that the objects are in a suitable condition to be lent.

In accordance with current UK Department for Culture Media and Sport guidelines, the RIBA requires the borrower, by agreeing to these Conditions of Loan, to confirm that no items in their exhibition or displays are known to have been stolen, illegally imported or exported or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

Whilst every effort will be made to facilitate a loan, we must balance the work involved in these loans with our own programme of exhibitions and gallery displays. Likewise, the benefit of increased public access to the object must be offset against the risks arising from packing, handling, movement and transportation. Loan requests are therefore subject to a formal approval procedure. All loans are subject to these Conditions of Loan and borrowers will be asked to sign a loan agreement agreeing to these conditions.

5. The Loan Agreement

The loan agreement is a binding document for the loan. Once the agreement is signed the loan can be processed and the Conservator will start work. Until the loan agreement is signed no work will be undertaken on the object(s).

The borrower must sign and return the form within three weeks of receiving the acceptance letter. During this period any further questions regarding the loan can be discussed.

By signing the agreement the borrower is giving assurance that the gallery where the material is to be shown is secure and under supervision and, in the case of UK institutions, that it has been cleared by the Museums and Galleries Commission's National Security Adviser.

Also by signing the form the borrower undertakes to reimburse and be wholly responsible to the lender for any loss or damage to the material lent however caused.

No loan can be authorised before the RIBA has received this completed application and no object will leave RIBA premises without a valid certificate of insurance.

The lender reserves the right to recall or cancel any agreed loan at any time but will not normally do so unless in an emergency, or where the borrower has failed to comply with any conditions for loan.

6. Period of Loan

Objects are normally lent for a short-term period of 3-4 months only. They will only be lent for longer (or tour to multiple venues) with prior agreement from the lender. Objects will be lent not earlier than two weeks before the opening of the exhibition, and must be returned to the Collection immediately after the end of the exhibition or within the agreed loan period.

De-installation dates should be sent as soon as possible after the loan is confirmed so that arrangements can be made for a return courier.

If the exhibition is to be shown in more than one venue, arrangements for the storage of the objects between the venues, and also arrangements for transport and insurance, must be approved in advance by the lender. The Collections may require that the objects be returned to London before being sent on to a further venue. The RIBA will require facilities reports for all proposed touring venues before agreeing to lend further.

If, for any reason, a drawing/object borrowed is not included in the exhibition, the RIBA must be informed as soon as possible. Arrangements for its storage must be agreed with the RIBA, who reserves the right to ask for its immediate return if these are not satisfactory.

For long-term loans, the maximum first loan period is three years, after which the loan is reviewed and may either be returned or renewed.

7. Costs

Each object that is borrowed is subject to a loan fee of £410 plus VAT per object for drawings, books or 3D works, £280 plus VAT per photograph and £100 plus VAT per letter.

This fee is based on a careful calculation of the average costs of the following:

- Conservation time and materials
- Administration of the loan
- Framing and mounting costs or the cost of book cradles or model cases
- Photography both for our records and for the provision of the borrower if needed.

In circumstances where a new case or frame exceeds the loan fee, actual costs will be charged. This will be discussed with the borrower prior to work being undertaken.

The loan fee does not include any costs associated with couriering objects. Staff's travel, accommodation and a *per diem* will be the responsibility of the borrower (See section 10. Couriers). Also insurance, packing, transportation or forwarding agents fees will not be covered by the loan fee as well as any extraordinary requirements made by the transport of the object, i.e. bespoke packing crates etc.

The loan fee also does not include any reproduction or licencing fees.

If a loan request is cancelled after we have received a signed loan agreement we reserve the right to charge up to and including the full loan fee if the object requested is withdrawn from loan after conservation work or ordering of cases/frames has begun.

Please note all costs may be subject to UK VAT.

8. Insurance

Material borrowed must be fully insured to the value stated on the loan form against 'all-risks' from the time it leaves the lender's Collection until it is returned ('nail-to-nail'), at the expense of the borrower. The lender must receive a certificate of insurance to this effect before the material can be despatched. The lender will accept Fine Arts insurance or a Government Indemnity scheme.

All details of insurance should be received and agreed by the lender before the material can be despatched. For all items covered under UK Government Indemnity Scheme it is conditional that:

- no restoration or conservation work is carried out on the object without the prior agreement of the owner;
- the borrower is under no liability for the loss of, or damage to, the object arising or flowing from:
 - i. war, hostilities or war-like operations, but excluding acts of terrorism, riot, civil commotion, piracy and hijacking;
 - ii. the negligence or other wrongful act of the owner, his servants or agents;
 - iii. the condition (including inherent vice or a pre-existing flaw) of the object at the time of its loan;
 - iv. restoration or conservation work undertaken to the object by the borrower, his servants or agents with the agreement of the owner; or
 - v. a third party claiming to be entitled to the object; and
- any liability which the borrower may incur to the lender arising out of the loan of the object shall not exceed the specified value.

The Borrower will then be expected to accept minimum liability, defined as the cost of any loss or damage (this can be covered by commercial insurance). Borrowing nationals and non-nationals with Designated Collections must bear the cost of claims up to a limit of £25,000 per year. Other non-national borrowers must meet the cost of any claim up to a limit of £300 per object, plus one per cent of the total value of the object valued at £4,000 and above.

9. Mounting and Framing

Drawings and Photographs will be lent in mounts and frames provided by the RIBA. Such costs involved in this will be contained within the loan fee. No alterations may be made to either the frames or the fixings without prior permission from the RIBA Collections. Any object needing special or specific framing where the cost is above the loan fee will be charged at actual cost, on agreement with the borrower.

Frames will be supplied with mirror plates to be used with security screws or Ryman security hangers. If any display and mounting materials other than the standard fittings are desired we must be given advanced warning and be in agreement.

Three-dimensional objects such as models or books will normally be supplied cased or with a Perspex mount. Note this will be subject to change depending on the specific display requirements of the borrower. Again any mounting or case costs above the agreed loan fee will be charged at actual cost.

Works on permanent display at the RIBA Drawings and Archives Collections or at the main headquarters at 66 Portland Place will be considered for lending but any costs incurred during the removal and rehanging process will be incurred by the borrower.

10. Transport and Packing

Any transport company used to move the object(s) must have proven experience in the transport of fragile and valuable artefacts with employees recognised and trained in the handling of such material.

In the case of UK government indemnity being undertaken, the Borrower must arrange transport which meets the standards specified in the General Transport Conditions, Government Indemnity Scheme (Appendix 2). If commercial insurance is being used we would still require the borrower to adhere to these standards when arranging transport.

All transport arrangements must be agreed by the RIBA prior to departure. Any deviation from the agreed transport methods may result in the loan being withheld.

For UK Loans:

Standard framed works will be transported soft wrapped in jiffy/polythene and blankets and clearly labelled. Cased works will usually be sent blanket wrapped unless there is a specific need for a crate.

Empty packing cases must be stored in a secure, waterproof and stable environment agreed with the lender. Interior fittings must not be removed. In all cases packing materials must be retained by the borrower for use when the loan is returned.

For UK loans the borrower's transport agent, who must be approved in advance by the lender, should arrange the object's transport. The loan must be accompanied at all times - for example, it should never be left in an empty vehicle.

For Overseas Loans:

The borrower must arrange appropriate transport. This will usually mean appointing an experienced fine art agent to collect and transport the works from the RIBA to the borrower's venue. It is not necessary to employ the same agent for the UK and overseas legs of the journey. However, both agents must be from reputable and experienced companies and must be approved by the lender before the loan is agreed. All costs associated with this will be at the expense of the borrower.

If overnight storage is required the transport vehicle must be locked in a climate controlled warehouse within a secure compound. If the vehicle is unable to be accommodated the contents must be unloaded and secured within the warehouse.

Due to government regulations, any transport agent who intends to travel through UK airports must be a designated 'known consignor'. We will not allow our objects to travel from the UK via air unless the objects have been packed and overseen by a regulated agent. Please contact us for details of regulated agents.

The borrower's Agent must meet and escort shipments and couriers on arrival, departure and during any transfer of the objects.

All customs formalities must be taken care of by borrowers to ensure safe passage of the loan. The borrower should arrange for inspection at place of exhibition.

11. Couriers

Unless otherwise agreed with the RIBA, all objects will be couriered and the courier will oversee installation of the objects. The transport, any associated accommodation fees and a *per diem* subsistence will be at the borrower's expense. The length of the courier's stay will be decided by negotiation.

For Overseas Loans:

Overseas loans will always require one courier and in the case of very large loans or complex installations two couriers will be sent. The cost of transport and airfares (Business Class when accompanying objects) as well as accommodation and a *per diem* subsistence for the length of the time the courier will be working are at the cost of the borrower. Please note the use of "courtesy" or other special air tickets with restrictive clauses of any kind is not acceptable.

European venues usually require a stay of two nights and three days, American, Canadian and Japanese venues usually three nights and four days. However this will be subject to change depending on the complexity of the installation process and the size of the loan.

The Borrower or his Agent must provide an agreed level of subsistence to the courier(s) as soon as they arrive. The subsistence must cover meals, travel costs and other reasonable expenses.

12. Condition Checking and Installation / De-installation

The courier will witness the packing of the object(s) before it leaves the RIBA. They will oversee the shipment and transport of the object(s) to the borrowing institution. The courier will supervise the unpacking, carry out the examination (checking against condition reports) and installation of the object(s) at the borrowing institution. The courier will remain with the object at all times and will not leave the exhibition space before the object(s) has been secured, whether by being locked into its case or screwed on the wall. The same procedure will be used for de-installation of the loan. Objects must be installed by experienced technical staff.

Since display cases must not be opened after installation, labels should be prepared in advance. Installation may not take place while areas of the exhibition are under construction. Seventy-two hours must be allowed to pass before installation after any painting, varnishing, or gluing of the exhibition area (e.g. walls, case exteriors) has taken place to ensure that objects are not affected by hazardous fumes.

If the courier is not happy that agreed display requirements have been met (see section 13. Display), they may withdraw the loan on behalf of the RIBA, until such time that the agreed conditions have been met.

If the objects are not to be installed immediately upon arrival, they should remain packed and be placed into secure environmentally controlled storage to acclimatise overnight. The object(s) should not be unpacked or moved until the courier arrives. At de-installation, packing crates should be re-acclimatised to the conditions in the exhibition area a minimum of twenty four hours prior to packing.

On receipt of the object(s) the borrower will be asked to sign an exit form and the condition reports for each object.

13. Display

As previously stated all drawings or photographs will normally be supplied in RIBA standard frames glazed with UV filtered Perspex or glass. Mirror plates to be used with security screws or Ryman security fixings will be attached. Any extraordinary requirements must be agreed with the lender before the object is released. The frame must be secured to a solid, stable wall at least 18mm thick.

In the case of three-dimensional objects the borrower is required to fill out a display case requirements form, which will be sent before the loan is agreed. The form requires the borrower to give designs showing the exact construction and proposed materials lining the case.

The display case must be stable, securely fixed and all joins must be dust-proof and airtight. The case must be lockable with access controlled by locks or panels fitted with security screws. All case hoods should be UV-filtered. All materials used in the construction of the case must be inert, preferably metal and glass. MDF or compound wood should not be used unless painted and sealed prior to installation. Oil-based paints should not be used either in the gallery or in the case. Paint or varnish required on the exterior of the display case should be completed a minimum of 72 hours prior to object installation and the interior of the case a minimum of three weeks. Fabric used for the internal lining must have passed the "Oddy Test". If the test is more than twelve months old, a retest will be required due to the changing make-up of many materials. No felt or adhesives should be used in the lining of the case.

The case should not have internal lighting unless pre-agreed with the RIBA. Lights should be housed in a separate compartment to the object with a UV-absorbent barrier between the object and the lights. Access to the lights must not involve opening the case. Any laminate glass or Perspex used must be a minimum of 10mm thick.

Mounts or supports that may be required for the display of the object should be agreed first with the lender and specified in the Displays Requirement Form.

When borrowing a volume the borrower must specify how they want it displayed, i.e. page number, horizontally or at an angle. The lender will supply display cradles, costs will be included in the loan fee.

Architectural models should be displayed under hoods secured with security screws or in a lockable display case. We will not normally permit open display of objects, unless agreed through negotiation. Any item on open display should be positioned at least 1 metre away from public reach and barriers put in place. Vulnerable Objects may require vibration or proximity alarms to be fitted.

14. Environmental Conditions

The objects must be displayed in a stable environment. The exhibition space and any preparation spaces must be within a temperature range of 18-24°C with fluctuations of no more than 4 degrees in a 24 hour period. Relative humidity should be in the range of 40-60% with fluctuations of no more than 5% within an hour. All humidity and heating controls must operate 24 hours a day during the period of the loan. Information regarding the environmental controls will be requested as part of the borrowing institutions facilities report.

Lights must be turned off in non-public hours therefore; the material should be illuminated only during the opening hours of the exhibition.

Both daylight and fluorescent lighting must be filtered with a suitable UV absorbing material so that UV radiation is below 75 microwatts per lumen.

The light levels for the majority of RIBA loans must not exceed 50 lux or equivalent 4.6 footcandles.

Generally, the following range of light levels apply but objects will be assessed individually:

Light stable: objects requiring no specific light restrictions.

Examples: Stone, glazed ceramic, glass and metal

Light-durable: a maximum of 250 lux illumination

Examples: painted furniture, painted sculpture, paintings on canvas.

Light sensitive a maximum of 50 lux illumination

Examples: Watercolours, pastels, coloured prints, old master drawings, leather books, plastics, textiles and photographs.

Specific light levels for each loan will be indicated on the condition reports and will be stated by the Registrar.

No food or drink should be served in the exhibition spaces where RIBA objects are installed unless arrangements are approved in advance by the RIBA.

15. Security and Safety of Objects

The exhibition and storage areas should be made secure from Theft or damage of any cause. Trained security guards, who are paid employees, must be in constant attendance at all times when the exhibition is open to the public and during installation/de-installation. During installation and de-installation only those individuals directly involved in the preparation of the exhibition should be admitted into the exhibition space and any preparation areas.

There must be a 24-hour security presence or, if agreed in advance, warding during opening hours and intruder alarm surveillance outside of opening hours.

Once the object has been installed, any case should not be opened under any circumstances unless there is an emergency or with the express permission of the RIBA Chief Curator and with a trained conservator in attendance.

No conservation, framing, remounting or any other treatment may take place without the written consent of the RIBA Chief Curator. Loans must not be cleaned without prior permission of the RIBA.

The lender must be informed if the borrower wishes to move any loaned objects from the agreed area of exhibition, even in the case of emergency.

All borrowing venues must have a disaster plan; this plan should be made available on request from the lender.

Any theft or breach of security in the exhibition should be reported even if RIBA objects are not directly affected.

16. Reproduction and Photography

For purposes of record and security, the borrower will pay for the lender's photographer to provide digital images of all objects borrowed (unless such an image already exists) to be retained in the lender's collection. This cost is contained within the loan fee.

Images of objects required for catalogue or publicity purposes must be obtained from the lender. Reproduction fees will be charged, supply fees are contained within the loan fee.

Photography or filming of general views of the exhibition for press, publicity or educational purposes are permitted. Photography that features RIBA object(s) on loan is permitted without prior permission provided that the object(s) only occupy a small percentage of the image area and the safety of the object(s) is not compromised. Lamps must not be placed too near the object(s) and the object(s) must not be moved or touched without permission of the RIBA.

No photography or filming of individual objects by the Borrower for commercial purposes is permitted.

The borrower is responsible for clearing copyright and any related costs.

17. Acknowledgements

Acknowledgement should be made on exhibition labels and in any catalogues or publicity materials as RIBA Collections, unless otherwise informed by the RIBA Registrar.

Two copies of the catalogue should be deposited with the RIBA for the main library at 66 Portland Place and the Drawings & Archives Collections departmental library. Catalogues should be sent to the RIBA Registrar, within one month of the opening date of the exhibition.

The borrower must provide the RIBA with full attendance figures for all loan venues at the close of the loan.

18. In Case of Damage

Any damage or loss to the object should be immediately reported to the RIBA Registrar. The borrower must ensure that a written report, condition report and photographs showing the damage are received within 48 hours.

In the event that any work is damaged during the loan, the RIBA is to be consulted immediately and if necessary a member of RIBA staff will travel to inspect the damage done and/or the removal of the work from the exhibition. The borrower will be expected to cover the costs of this travel, including accommodation and subsistence. If any substantial repairs to the object(s) are needed the cost for this work may be passed on to the borrower subject to negotiation.

19. Termination and Changes in date

The RIBA recognises that a loan may be cancelled or works withdrawn for valid reasons, but reserves the right to charge the borrower for any conservation or other costs which may have been incurred. Termination of the loan must be made in writing to the RIBA Chief Curator, with the RIBA Registrar cc'd.

Applications for changes in the dates of the loan will be considered by the RIBA but they must be made in writing no less than two month prior to the date that has been changed.

20. Long term loans

The arrangements and conditions for long term loans are generally the same as for short-term loans. Loan agreements will be reviewed every three years, at which stage the valuations of objects may be revised. The RIBA may ask the borrowers to confirm the presence and good condition of the loans. Spot checks may be made to ensure that RIBA loans are appropriately displayed and acknowledged.