

An Iodhlann Loans Policy

DEFINITION OF 'LOAN'

- A loan is the temporary transfer of objects from one party to another in which there is no transfer of ownership.
- Loans can be 'outward' or 'inward'. Outward loans refer to the temporary transfer from An Iodhlann to another party, inward loans refer to the temporary transfer from an external source to An Iodhlann.

PURPOSE OF LOANS

An Iodhlann sends and receives loans for the purposes of education, exhibition, promotion, publication, health & wellbeing, and research (including destructive sampling, conservation, and study).

RESPONSIBLE PARTIES

- The Board of An Iodhlann will consider and approve whether responsibility regarding an outward/inward loan rests with the senior archivist.
- The senior archivist is responsible for communicating with the requesting/donating party, preparing and maintaining all loan documentation, and monitoring the transaction over the loan period.
- If unusual restrictions are required for a loan, the senior archivist, in consultation with An Iodhlann's Board, will approve or negotiate these conditions, and be held responsible for enforcing them.
- An Iodhlann will exercise the same care of objects received on inward loans as it does in safekeeping its own objects as per the *Conditions of Acceptance* detailed on the reverse of the donor's copy of the documentation (Annex 1).
- The recipient of outward loans is similarly bound by the *Conditions for Outward Loans* and *Conditions for Despatch* detailed on the reverse of their copy of the documentation (Annex 2).
- The borrowing organisation will not transfer possession, repair, clean, alter or restore material it has received on loan without express written approval of the senior archivist.
- The borrowing party will assume full responsibility for any loss of, or damage to, the object(s).

OUTWARD LOAN CRITERIA

- Items such as books, music CDs and DVDs can be loaned to the public from An Iodhlann's lending library. NB – only books displaying a red sticker can be loaned out.
- Other physical items from the archive such as restricted books, photoprints, maps, documents, artefacts and natural objects can be loaned out under special arrangement with the senior archivist.
- Other, non-archive items such as exhibition display boards, audio recording equipment, camera and tablets, may also be requested from time to time and also fall within the scope of this policy.
- Objects requested for loan must be physically capable of withstanding packing, travelling, extra handling, and environmental changes. Any objects not up to this standard should not be approved for loan unless special conditions are agreed upon in the loan contract.
- The return date for outward loans is agreed with the borrower before removal and noted in the documentation. The loan may be renewed with the written approval of the senior archivist.
- One year is the maximum loan period unless a special arrangement is deemed necessary and agreed between the senior archivist and Board of An Iodhlann, and the borrower.
- Loans promoting An Iodhlann in public buildings (airport, An Talla, Tigh a' Rudha) are permitted, providing they are displayed under approved environmental and security conditions.
- Objects on loan from An Iodhlann will not be reproduced or replicated in any manner without the written permission of the senior archivist.
- Images requested for use in publications (printed, digital or social media; commercial or non-commercial), will be reviewed by the senior archivist for copyright and donor restrictions, and, if approved, the borrower must then complete and sign An Iodhlann's 'Conditions of Re-use' form (Annex 3).
- Failure to adhere to the terms of previous loans will be deemed adequate cause for denying loan requests. In such instances, alternative measures to ensure compliance may be considered jointly by the senior archivist and An Iodhlann Board.
- A maximum of 20 objects can be loaned at one time. Additional objects can be requested upon safe return of the previous batch. New documentation must accompany each subsequent batch.

OUTWARD LOAN PROCEDURE

- On receipt of an enquiry regarding an outward loan, the senior archivist must ask the borrower to make a written request (letter or email), indicating the:
 - nature of the object(s) requested (catalogue number(s) and description(s))
 - purpose of the loan
 - proposed start date of the loan
 - proposed duration of the loan
 - location of its proposed use
 - conditions for safe transport and storage
 - any special conditions regarding the object's use
- The senior archivist and, where conditions of the loan are unusual, An Iodhlann's Board, will review the loan request, determining any practical, legal, ethical, or professional reasons why it should or should not be approved.
- Once approved, the senior archivist and borrower will agree the date and method of transfer, and the return date, so that the relevant documentation can be completed by both parties before, or at transfer, of the object.
- The senior archivist will prepare all relevant paperwork, which includes:
 - an EXIT form (outward loan agreement – **mandatory** for all items leaving the building) (Annex 4)
 - a Conditions of Re-Use form (for external publication of images and data)
 - a Condition Report with supporting current photographs (where deemed necessary if, for example, the object is fragile)
- Objects will be appropriately prepared and packed by the senior archivist, and transferred to the location on the EXIT form by the mode of transportation agreed therein.
- Where a Condition Report is needed, the senior archivist will write a summary of the condition of the object, take and include photographs as proof of current condition, and make recommendations regarding the object's handling and storage whilst on loan.

DOCUMENTATION - OUTWARD LOANS

- An EXIT form (Annex 4) **must** be prepared for every outward loan and signed by both the senior archivist (or a representative) and the borrower (or a representative). All relevant fields on the form **must** be completed so that there is an accurate record of the terms and conditions of the loan agreement.
- The archive keeps the white and pink copies of the EXIT form, while the yellow copy goes to the borrower. The white copy is filed under 'EXIT FILE' in filing cabinet 1, drawer 2, while the pink form is filed in the 'Current Outward Loans File' folder on the office shelves.

- The Conditions for Outward Loans and Conditions for Despatch are stated on the reverse of the borrower's copy of the EXIT form (Annex 2).
- The senior archivist should then update the Location Record entries (Annex 5) for each object in the archive database. The field Current Location should be changed to 'on loan', whilst Location History should include a descriptive line as indicated.
- Where outward loans are intended for external replication and/or publication, a Conditions of Re-Use form (Annex 3) should also be completed. Note that this form includes copyright and data protection responsibilities, and details of fees payable to An Iodhlann.

DOCUMENTATION - INWARD LOANS

- An ENTRY form (Annex 6) **must** be prepared for every inward loan and signed by both the senior archivist (or a representative) and the borrower (or a representative). All relevant fields on the form **must** be completed so that there is an accurate record of the terms and conditions of the loan agreement. The 'reason for entry' should be completed as 'loan for copying', or 'long-term loan', or 'display', or other, as appropriate.
- The archive keeps the white and pink copies of the ENTRY form, while the yellow copy goes to the borrower. The white copy is filed under 'ENTRY FILE' in filing cabinet 1, drawer 2, while the pink form is filed in the 'Current Inward Loans File' folder on the office shelves.
- The Conditions of Acceptance for the inward loan are stated on the reverse of the donor's copy of the ENTRY form (Annex 1).

RETURN OF LOANS

- If an Outward Loan has not been returned to An Iodhlann by the date indicated on the EXIT form (loan agreement), the senior archivist or An Iodhlann's Board will contact the borrowing party to initiate return.
- Upon the return of an Outward Loan, the senior archivist will unpack, inventory, assess condition, and complete and sign the Return section of the object's EXIT form, prior to reintegrating the objects into the collection.
- The senior archivist should then update the Location Record entries (Annex 5) for each Outward Loan in the archive database. The field Current Location should be changed back to 'normal location', and Location History updated with a subsequent descriptive line.
- If any objects are missing from those returned to An Iodhlann, the senior archivist will contact the borrowing party and initiate its return. If the item cannot be returned for whatever reason, An Iodhlann's Board will decide on the next course of action.

- Upon the return of all objects listed on the EXIT form, the senior archivist will close out the loan agreement, sign the Return section of the pink copy of the EXIT form and file it in filing cabinet 1, drawer 2, under Returned Outward Loans.
- Upon despatch of Inward Loans, the owner of the object (or representative) and the senior archivist will sign the Return section of the pink copy of the ENTRY form and file it in filing cabinet 1, drawer 2, under Returned Inward Loans.

SPECIAL CONSIDERATIONS

Requests for the loan of objects held under trust or repository agreements (Long Term Loans, Permanent Loans and sensitive material) will be approved only after careful review by An Iodhlann's Board of the original terms of the agreement.

An Iodhlann must be credited in all publications and exhibitions associated with the loaned object, including photographs and reproductions, and must receive at least one copy of any publication. The object(s) should be identified by accession number and/or hyperlink to the relevant entry in An Iodhlann's database. The proper name and web address of An Iodhlann should be used in all acknowledgements.

Loans that will radically alter or destroy an object (destructive sampling) may be permitted only after a separate Application for Destructive Sampling is completed and approved by the appropriate senior archivist and An Iodhlann's Board. Any portion of the material that is not consumed by destructive sampling may be required to be returned to An Iodhlann.

For any issues relating to this Policy please contact:

Janet Bowler | Archive Manager

T: 01879 220793

E: aniodhlann@tireebroadband.com

Date: 5 May 2022

Review Date: 30th April 2023

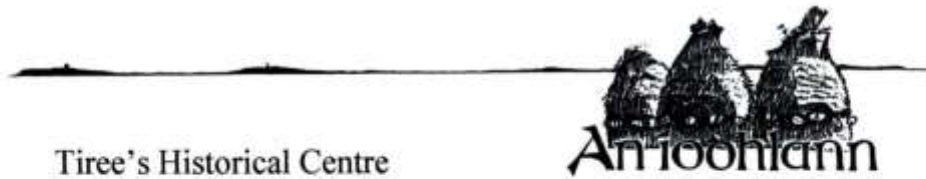
ANNEX 1 – ENTRY FORM CONDITIONS OF ACCEPTANCE

08810 E	Conditions of acceptance
General	
Loans and offers of donations deposited in the archive will receive the same care and attention as objects in the archive's permanent collections.	
The archive does not accept liability for loss, damage or deterioration of the object(s) described overleaf except in the case of negligence by the archive's officials or agents.	
One copy of this form will be given to you as a receipt.	
Loans	
This receipt should be presented when you come to collect your items. Please collect your items within 6 calendar months of the agreed return date.	
You must sign for the safe return of your items.	
Every effort will be made to return your items to you or your immediate family. If we are unable to contact you or your family after 18 months, your items may be disposed of.	
Transfer of title	
Where an object is donated or bequeathed to the archive, the owner transfers title without condition or consideration unless otherwise stated and agreed.	
Donations	
Items offered as donations are accepted on approval in the first instance.	
The owner confirms that the item(s) are donated without condition or consideration unless otherwise stated and agreed.	
Bequests	
By signing the form, the depositor confirms that he/she is acting in accordance with the will of the deceased.	
An extract of the will may be requested to verify transfer of title without condition or consideration unless otherwise stated and agreed.	

ANNEX 2 – EXIT FORM CONDITIONS OF ACCEPTANCE AND DESPATCH

Conditions for outward loans
<p>By signing this form, you agree to take all reasonable care of the objects described overleaf. This includes not smoking, eating or drinking around the objects.</p>
<p>Should you lose or damage the objects described overleaf, you are liable for the loss and may be required to contribute to the cost of replacement.</p>
<p>Borrowed objects are not to be taken off the island without the express permission of the archive's governing body.</p>
<p>Please make sure you return the loan on, or before, the return date given overleaf.</p>
<p>One copy of this form will be given to you. Please bring it with you when you return the loan so it can be signed by an archive representative as proof of return.</p>
Conditions for despatch
<p>You must sign the recipient's section on both the white and yellow copies of this form on receipt of the despatched objects. Please return the white copy to the archive in the SAE provided.</p>
<p>When returning objects to the archive, please bring or send the yellow copy of this form. It will be signed by an archive representative as proof of return and given to you as a receipt.</p>
<p>If returning objects by post, please make sure that the objects are packaged securely.</p>

ANNEX 3 – CONDITIONS OF RE-USE (page 1/3)



Tiree's Historical Centre



Name
Address

**An Iodhlann,
Scarinish,
Isle of Tiree,
Argyll,
PA77 6UH**

phone: 01879 220793
e-mail: aniodhlann@tireebroadband.com

Date

Dear

Conditions for use of images, documents and data held by An Iodhlann

Thank you for contacting us to request permission to reproduce the archive items listed on the enclosed page(s). It is much appreciated. We believe in open access to our archive and will do what we can to help you, but there are certain conditions that need to be met depending on the nature of the items requested and their planned use.

Please read the following pages, then tick the box below that is most relevant to your request, sign both copies of this letter, and return one to An Iodhlann in the enclosed envelope. Thank you.

Yours sincerely

Janet Bowler
Archive Manager

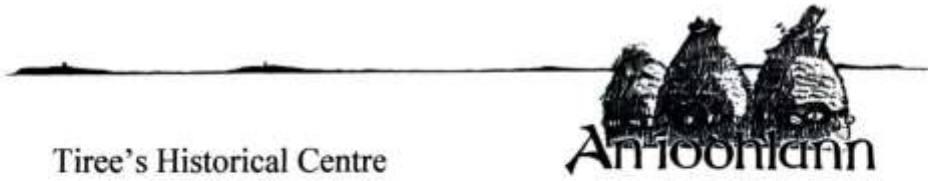
I, the undersigned, declare that I have been given permission to reproduce the items listed on the enclosed form, that they will be used for non-commercial purposes only, and that 'An Iodhlann – Tiree's Historical Centre www.aniodhlann.org.uk' will be acknowledged as the source.

I, the undersigned, declare that I have been given permission to reproduce the items listed on the enclosed form for commercial purposes and/or distribution in physical and/or electronic form, under specific conditions stipulated by An Iodhlann's staff and directors (see Conditions of Commercial Use and Distribution).

Signature _____

Date _____

ANNEX 3 (continued 2/3) – CONDITIONS OF RE-USE



List of archive items requested for reproduction

Archive No.	Description	Donor	Donor's permission acquired?

ANNEX 3 (continued 3/3) – CONDITIONS OF RE-USE

Tiree's Historical Centre



CONDITIONS OF COMMERCIAL USE AND DISTRIBUTION

Conditions for use of images, documents and data held in An Iodhlann

Copyright

Copyright on the images and documents requested may lie with the photographers and authors, or their descendants. Before permitting reproduction, An Iodhlann will first check any copyright restrictions, and whether the donor or the donor's descendants would be happy for the items to be used in the manner requested.

Data Protection

In addition, where the items include references to persons who are, or may be, living, An Iodhlann and the enquirer must comply with statutory data protection legislation (UKGDPR). An Iodhlann's Archive Access Policy can be downloaded from the Home page at www.aniodhlann.org.uk. Particular attention should be given to the section on page 3: *"Requests from researchers for copies of data sets will be subject to their purpose and assurance that they will then become data controllers in respect to any copies. We will inform researchers that they are taking on such responsibilities under the UKGDPR and explain the safeguards that apply to particular sets of data. If these data refer to people who are still living, they are covered by the UKGDPR. By transferring copies of these data to the researcher, the role of data controller passes with them to the researcher, as does the duty to respect the privacy of the individuals concerned..."*

Donation

We are a small, low-income charity and a donation of £50 per image/document/data set used would be very much appreciated. Donations can be sent by UK Sterling cheque made payable to 'An Iodhlann', or via PayPal at www.aniodhlann.org.uk/contact/ (select 'Donate' at the foot of the page).

Acknowledgment

Where relevant, the donors' names are listed on the form next to the items permitted for reproduction. Please include these names in your acknowledgments alongside An Iodhlann in the following format: '*name of donor* and An Iodhlann – Tiree's Historical Centre www.aniodhlann.org.uk'

Archive copy

We would be grateful for a copy of your completed project for our archive.

ANNEX 4 – EXIT FORM FOR OUTWARD LOANS

An Iodhlann		X 00684
Scarinish, Isle of Tiree, Argyll PA77 6UH		
Archivist: Catriona McLeod		Scottish Charity No: SC022642
tel no: 01879 220793 e-mail: aniodhlann@tireebroadband.com		website: www.aniodhlann.org.uk
RECIPIENT	remover/borrower	tel no
	address	
	recipient if different	tel no
	address	
ITEMS	accession/entry no	brief description /title
		condition
EXIT	reason for exit	return required?
		return date
	notes	
	archive signatory: I agree that the information given on this form is correct.	signed date
	remover: I acknowledge receipt of the objects described above. I have read and accept the conditions overleaf.	signed date
	recipient: I acknowledge receipt of the objects described above. I have read and accept the conditions overleaf.	signed date
RETURN	archive signatory: I acknowledge receipt of the object(s) described above in satisfactory condition.	signed date
ACTION	notes	

EXIT

white: exit file pink: outward loan file yellow: recipient

ANNEX 5 – DATABASE LOCATION RECORD

The screenshot displays the WordPress admin interface for a location record. The left sidebar contains various menu items, including 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Shortcodes', 'Custom Fields', 'CPT UI', 'ExactMetrics', 'Search & Filter', 'Duplicator', 'Pagination', 'Wordfence', 'An Iodhlann', 'Google Maps', 'Email Encoder', 'MetaSlider Pro', and 'Collapse menu'. The main content area is divided into several sections:

- Normal Location:** A dropdown menu showing 'Location' and 'Photograph Shelves: photographs – Y100-199'.
- Location Records:** A section containing a 'Current Location' dropdown menu with 'normal location' selected, and a 'Location History' table with columns for 'Date', 'Reason', 'Curr. Location', 'Exit No.', and 'Authorised By'. The table is currently empty.
- Google Maps:** A section with an 'Active' checkbox (unchecked) labeled 'Show Google Maps', and input fields for 'Title', 'Description', and 'Address'.

ANNEX 6 - ENTRY FORM FOR INWARD LOANS

number of additional forms	An Iodhlann		E 01203
	Scarinish, Isle of Tiree, Argyll PA77 6UH		
	Archivist: Catriona McLeod	Scottish Charity No: SC022642	
	tel no: 01879 220793	e-mail: aniodhlann@tireebroadband.com	website: www.aniodhlann.org.uk
OWNERSHIP	Depositor/source	tel no	
	Address		
	owner if different	tel no	
	address		
DETAILS OF DEPOSITED MATERIAL	brief description and history		condition
			total no of objects
ENTRY	reason for entry	return required?	agreed return date
	depositor: I agree that the information given on this form is correct. I have read and accept the conditions overleaf.	signed	date
	archive signatory: I acknowledge receipt of the objects described above on behalf of the archive.	signed	date
TRANSFER OF TITLE	<input type="checkbox"/> I, the owner, confirm that I have undisputed title to the object(s) described above and transfer such title to the archive's governing body.		
	<input type="checkbox"/> I, the depositor acting on behalf of the owner(s), confirm that the owner(s) have undisputed title to the object(s) described above, with full power to dispose of the object(s) and transfer such title to the archive's governing body, and that I am authorised by the owner(s) to act on their behalf to that effect.		
	tick box as applicable	signed	date
RETURN	owner: I acknowledge receipt of the object(s) described above in satisfactory condition.	signed	date
	method of return	signed	date
ACTION	notes	location	date
	reason for despatch	exit no	date
	accession number	acknowledged by	date

ENTRY

white: entry file pink: inward loan file yellow: depositor

ANNEX 6 – ENTRY FORM (supplemental) - DISPOSAL INSTRUCTIONS

An Iodhlann		E 01 _____
Scarinish, Isle of Tiree, Argyll PA77 6UH		
Tel no: 01879 220793 e-mail: aniodhlann@tireebroadband.com		website: www.aniodhlann.org.uk
Scottish Charity No: SC022642		
DISPOSAL	In the unlikely event of An Iodhlann needing to dispose of your item(s), please indicate your preferred method below. Reasons for disposal might include limited storage space, duplication, change in collecting policy, infestation, fire and flood damage, closure.	
	<input type="checkbox"/> offer it back to me or my family <input type="checkbox"/> offer it to another museum/heritage centre <input type="checkbox"/> sell it to raise funds for An Iodhlann <input type="checkbox"/> donate it to a charity shop <input type="checkbox"/> allow An Iodhlann's Management Committee to decide on my behalf	
	depositor's signature	date
	archive signature	date
	notes	