

Guidance on loaning artworks to other institutions

1. Although the main purpose of the LSE art collections is to enhance the experience of staff, students and visitors to the LSE campus it may, under certain conditions, authorise the loan of objects to other organisations or individuals for a specific period of time and for a specific purpose, normally exhibition/display but which can include research, conservation, photography or educational activities.
2. Requests to borrow objects from the LSE Art Collections must be forwarded to the LSE Archivist.
3. The request to borrow objects from the LSE Art Collections should include:
 - Details of the required object
 - Name and address of the borrower
 - Purpose of the loan including the venue, dates and details of any proposed exhibition.
 - Proposed dates for the loan
 - Details of proposed
4. Requests for loans will be assessed against the following criteria:
 - Availability of the object
 - Condition of the object and an assessment of the risks of transportation and display
 - Ethical considerations relating to the condition or display of the object
 - The purpose of the loan.
 - Period for which the loan is requested.
 - Conditions for display of the object and the receipt of an acceptable facilities report and any specific conditions regarding the loan including arrangements for transportation and display.
 - The availability of appropriate insurance or indemnity for the entire period of the loan
 - The costs of packing, transportation and display will be the responsibility of the borrower.
 - Whether the School has the right to loan the object.

A recommendation will be made to School Secretary for decision.

5. All agreed loans must be accompanied by an agreement signed by both the borrower and the School before the loan commences
6. Details of all loans will be added to the LSE arts inventory and will include details of the borrower, the venue, period of loan and any specific conditions and undertakings.

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