 **Internal Loan Application**

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| **Borrower details** |
| **Contact name and position** |  |
| **Institution/SOAS Department** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Exhibition venue/space** | ◻ Wolfson Gallery ◻ Library Level E display areas◻ Brunei Gallery ◻ Foyle Gallery  |
| **Exhibition title** |  |
| **Exhibition dates** |  |
| **Purpose of loan** |  |
| **Have you submitted an exhibition proposal?** | ◻ Yes ◻ No |

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| --- |
| **Item(s) requested for loan** |
|  | **Reference or Classmark** | **Title** | **Page opening** | **Dimensions (HxWxD)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

[Please continue on a separate sheet if necessary]

**Loan Conditions**

*(taken from Internal Loans Policy)*

**7.1 Conservation**

If, in the Library’s opinion, a conservation assessment of the items, or their professional repair is required prior to the loan, it will be a condition of the loan that the necessary repair and conservation work is first carried out by an approved conservator. The Borrower shall meet the costs of any conservation or repair work required by the Library.

**7.2 Method of display & captions**

All items will be exhibited in museum-grade display cases approved by the Library for security and environmental conditions.

The Library may agree to exceptions for framed material, which will be secured to walls with approved security fittings.

The method of display for each item will need to be agreed with the Library in advance. Works on paper, manuscripts and books will require suitable cradles, mounts or supports. Where the Library provides supports, cradles or mounts, this will be at the expense of the Borrower.

Text panels and captions will need to be agreed with the Library in advance. The production of these will be at the expense of the Borrower.

**7.3 Photography and use of images**

Digital reproductions of the items required by the Borrower may be ordered in advance from the Library, at the Borrower’s expense.

All further requests for reproductions of the items and publication rights should be made to the Library, in advance and in writing.

The Borrower agrees not to allow the items to be photographed, video recorded, televised or reproduced in any way for commercial purposes during the loan period without the prior written permission of the Library.

**7.4 Acknowledgements**

All items on display must have the acknowledgement, ‘SOAS Library, University of London’, and a full SOAS Library reference. This extends to the use of the items in any publication or media coverage arising from the loan (subject to permission to publish being sought, as detailed above).

**7.5 Cancellation**

The Library retains the right to withdraw or cancel the loan at any time, in communication with the Borrower. The Borrower will bear any reasonable costs associated with this.

**Signed in acceptance of these Loan Conditions by**

**Signature:**

**Name and Position:**

**Name of Borrowing Institution:**

**Date:**