



## **ST HELENA GOVERNMENT ARCHIVES LENDING POLICY**

### **1. INTRODUCTION**

The collections in the St Helena Government (SHG) Archives are acquired, held in trust for the Island and made available in our reading room for research by the public.

The SHG Archives will accept applications from Organisations to borrow documents from its collections for exhibitions. They will also reserve the right to refuse any loan request.

### **2. POLICY**

This Lending Policy has been established to ensure the safety and security of the documents in the SHG Archives, therefore, the following criteria will need to be met to facilitate the loan of documents:

- The physical condition of the documents are such that they permit travel.
- The documents will not be handled or damaged during display.
- The exhibition makes a contribution towards educating the public and the benefits are clearly defined.
- Each loan request is judged on its own merit in accordance with the provisions of this policy.
- Documents will not be loaned to individuals.
- Loan applications will only be accepted for on-island exhibitions.
- The maximum loan period will be for three months, providing documents are not required for research.
- No more than two documents will be lent to any exhibition at any one time. However, if an organisation is able to demonstrate that the loan of more than 2 documents at any one time will enhance the offering of the exhibition, consideration will be given to lending more than 2 documents at one time. Generally, any additional requirements must be copied from original documents by the borrower for display.

- Each document must be insured by SHG for the duration of the loan before leaving the Archives and the cost of this must be reimbursed by the borrower.

### **3. LENDING PROCEDURE**

- Requests for loans must be made in writing to the Custodian of Records (CoR) three months prior to the opening of the exhibition.
- The application will be acknowledged within five working days.
- The borrower will need to complete and submit an SHG Archives Loan Application Form, supplied by the CoR. Refusal to complete the form will mean a refusal of the loan.
- All documents requested will be assessed by the CoR, who reserves the right to refuse the loan of any document. This can be due to: its fragile condition; unsuitable security or environmental conditions; no insurance documentation is provided on time; refusal of responsibility for costs incurred; or the agreement form not being signed and returned.
- The CoR will confirm the approval / non approval of the loan through the issue of an SHG Archives Loan Agreement Form which will need to be signed, dated and returned to the CoR.
- The documents will be transported to and from the venue by a member of the Archives staff.
- The courier will be responsible for the unpacking and packing away of the documents.
- Irrespective of the terms of the loan, the Organisation must return any, or all of the documents at the request of the CoR, if it is needed for research.
- One copy of the exhibition catalogue must be sent to the SHG Archives free of charge.

### **4. COSTS**

The borrower will be responsible for any costs associated with the loan, which will include:

- Time taken in producing condition reports.
- Reimbursement of costs of Insurance cover arranged by SHG for the duration of the loan to be paid no later than two weeks before the documents are transported.
- Travel expenses to and from the venue.

## 5. SECURITY

Exhibition premises must be safe and secure in all respects and adequate safeguards put in place before any documents are released on loan.

- The borrower is required to supply details of security and fire precaution arrangements of the venue for the exhibition.
- The premises will be subjected to an assessment by the CoR, based on the information supplied by the borrower.
- The venue should be fitted with appropriate fire detection/prevention and intruder alarm systems.
- The exhibition area/s should be physically supervised when open to the public.
- The borrower must inform the CoR of the exact location of each document in the venue before the exhibition commences.
- All documents must be placed in the showcases by the CoR and kept in a locked glass case at all times
- A condition report will be prepared by the CoR for each borrowed document and will travel with it.
- Condition checking must occur as soon as possible after receiving and before returning the document, between the borrower and CoR. Any changes must be recorded on the condition report form and signed.

## 6. ENVIRONMENTAL CONDITIONS

- All documents should be stored/displayed in a stable environment.
- The required standard for the **stable** Relative Humidity (RH) is: 77% with fluctuations of no more than +/- 5% within a 24 hour period. Conditions must be maintained 95% of the time.
- The required standard for the **stable** temperature is: between 24 – 27 °C with no more than 2°C variations within 24 hours. Conditions must be maintained 95% of the time.
- Documents must not be displayed in direct sunlight, close to heating or air conditioning vents.

## **7. TERMINATION**

This policy covers the entire loan process.

The Archives collections are a valuable public resource, through which people can learn about their culture and heritage. Therefore, it is essential that the borrower meets all of the criteria set out in this policy before a loan will be approved.

The SHG Archives reserves the right to terminate the loan agreement if it is concerned about the condition of the documents or if the borrower fails to comply with the loan conditions.

## **8. ACKNOWLEDGEMENT**

The SHG Archives must be clearly acknowledged in both the display and any accompanying catalogues to the exhibition.

**SHG ARCHIVES**

**CORPORATE SUPPORT, POLICY and PLANNING  
CORPORATE SERVICES**

**NOVEMBER 2020**