



**St Helena
Government**

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 registered Organizations to borrow documents from its collections for exhibitions providing a written consent from the owner or occupier is received by the Custodian of Records (CoR). The CoR 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 must 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 the policy.
- Documents will not be loaned to individuals.
- Loan applications will be accepted for on-island exhibitions only.
- Documents will be loaned for two days during the exhibition period.
- No more than four documents will be lent to any exhibition at one time. Any additional requirements must be copied by the borrower for display.

- The borrower will need to supply their own book supports, showcases, locks and Temperature & Relative Humidity monitors.
- Each showcase containing SHG documents, must have a double key locking system. One of the keys must be retained by the Custodian of Records.
- This policy does not include documents for which the Archives hold on behalf of third parties.
- A refundable deposit will be required to be paid by the borrower before any documents are loaned. The amount of deposit to be paid will be set by the Head of Corporate Support in consultation with the Custodian of Records. Any damage incurred whilst documents are on loan will be assessed and the amount of deposit returned will be adjusted to reflect the cost of any repairs that are necessary.

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.
- All enquiries regarding the borrowing of documents will be acknowledged within three working days.
- The borrower will be issued with an SHG Archives Loan Application Form. The form must be completed and returned to the Custodian by the end of the following week. Refusal to complete the form will mean a refusal of the loan.
- All documents requested will be assessed by the CoR and a Condition Report will be prepared for each document.
- 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 within two weeks of issuing.
- The CoR will be responsible for the safe delivery and collection of the documents, which will be transported to and from the venue, preferably through the use of a government vehicle.
- The borrower will need to inform the CoR two weeks in advance, of the two designated display days for transport purposes. The CoR will then advise of the day and time for the delivery and collection of the documents.
- The CoR will be responsible for the unpacking and packing away of the documents.

- A Condition Report will accompany each document on loan and must be checked and agreed with the borrower before the documents are locked away on display and before they leave the building on collection. Any changes must be recorded and signed.
- The Custodian of Records reserves the right to refuse the loan of any document. This can be due to: its fragile condition, unsuitable security or environmental conditions, refusal of responsibility for costs incurred, no insurance documentation is provided on time or the agreement form not being signed and returned.
- 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.
 - Travel expenses to and from the venue preferably using a government vehicle.
 - Payment of a refundable deposit, to be paid no later than two weeks before the documents are transported,
 - Costing will be included in the SHG Loan Agreement Form.

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 venue should be fitted with appropriate fire detection/prevention and intruder alarm systems / CCTV cameras.
- The borrower is required to supply details of security and fire precaution arrangements on the possible venue for the exhibition two months before the exhibition commences, based on advice given by appropriate professionals.
- The premises will be subjected to an assessment by the CoR, based on the information supplied by the borrower before issuing the Loan Agreement Form.

- 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 the showcase/s must be kept locked at all times.
- The borrower is fully responsible for all documents from the time they are locked away to the time they are collected.

6. ENVIRONMENTAL CONDITIONS

- Documents must not be displayed in direct sunlight, close to heating or air conditioning vents.
- 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.

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 by the Custodian of Records.

The Custodian of Records reserves the right to terminate the loan agreement if there is concern 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

CENTRAL SUPPORT SERVICES

MAY 2021

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