



LOANS POLICY

Manuscripts & Archives Research Library, and Early Printed Books & Special Collections Department

Background

Loans of material from the Manuscripts & Archives Research Library, and the Early Printed Books & Special Collections Department of Trinity College Library will be considered in the case of recognised museums and libraries. Applications from venues which do not comply with required display, security and environmental standards will not be considered.

While the Library is open to requests for loans for exhibitions, the benefit of any loan in terms of, for example, increased public access to the material lent will be considered against the resources required to manage the loan.

Loans Out

1. Loans will be considered only where the exhibiting institution employs full-time professional staff.
2. Loans will not be made to private individuals.
3. All borrowing institutions must complete a standard facilities report as part of the pre-loan assessment process.
4. All loans are subject to the conditions of a loan application form and formal agreement.
5. The decision to lend will be based on agreement between the Keepers and the Librarian.
6. The loan of manuscripts and of books printed before 1800 are subject to the approval of the Board of Trinity College Dublin on the advice of the Librarian.
(College Statutes XXIV.5. b,c).
7. In 2000, the Board of Trinity College Dublin decided that the Book of Kells will not be lent to external exhibitions.
8. Loans will be confined to periods of no longer than 6 months. Long-term loans take place only in exceptional circumstances.

Loans In

9. Material and exhibitions may be requested for borrowing by Trinity College Library for display in the Long Room or the colonnades exhibition space from time to time.
10. All material will be subject to the conditions of a Loan Agreement.
11. Trinity College Library will abide by the lending institution's conditions.
12. Trinity College Library will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the collection management systems.
13. The condition of all loans will be checked on arrival and departure by Trinity College Library's conservation staff or appointees.
14. The decision to borrow will be based on agreement between the Keepers and the Librarian.
15. Loans will be confined to a period no longer than 6 months. Long-term loans are accepted only in exceptional circumstances.

Review period

This policy will be reviewed after four years: 2019

MSPI Document No: 1.7

LIPC October 2015