

# KETTLE'S YARD

## LOANS POLICY & PROCEDURE

Approved by Kettle's Yard Committee, April 2025  
Policy due for review: 2030

### 1 LOANS POLICY

The mission of Kettle's Yard is to contribute to society by inspiring and engaging audiences through art, learning and research of the highest quality. Kettle's Yard welcomes requests to borrow objects from the collection that enable us to fulfil this mission.

The Permanent Collection at Kettle's Yard comprises around 1,500 objects. This includes around 900 works of art in a range of media including paintings, sculpture, works on paper and photographs, of which around 300 are part of the fixed displays in the Kettle's Yard house. There are also around 600 items of furniture, textiles and other decorative arts, the majority of which are also part of the fixed displays in the house. Requests to borrow any Collection item will be considered, although lending objects that are not part of the fixed displays are generally easier to facilitate. Requests from public museums and galleries are our priority.

### 2 CATEGORIES OF LOANS

#### 2.1 University of Cambridge

As part of the University of Cambridge and subject to resources, Kettle's Yard lends a number of artworks from its Permanent Collection to departments and offices within the University on a long-term basis.

#### 2.2 Art for Students

A separate Art for Students Collection at Kettle's Yard, comprising around 100 artworks, are available for students currently enrolled at the University of Cambridge and Anglia Ruskin University to borrow annually for a period of three terms. These loans are outside the scope of this policy. More information about this scheme is available [here](#).

#### 2.3 External loans

A small number of artworks from the Permanent Collection are loaned to temporary exhibitions and programmes externally. Information on past loans can be found in our [Annual Report](#).

### **3 Criteria informing our decision to lend**

#### **3.1 Research**

Kettle's Yard welcomes requests to borrow collection works for projects that support research and further scholarship and understanding of the practices of collection artists and related histories.

#### **3.2 Care and conservation**

Loan requests will be considered from organisations that are able to demonstrate the provision of appropriate care and security conditions for the objects in question.

Works in fragile, poor, or unstable condition making them unsuitable for display or transport will not be lent.

Only in exceptional circumstances will works be loaned for touring exhibitions consisting of more than three venues.

Requests for long loans from the collection (3 years, with the option to renew) will only be considered from galleries and museums in the UK where there is a clear purpose or context for the loan of a particular work, particularly when it will complement the borrower's collection, or public buildings in the UK with a strongly justified case for a particular work.

#### **3.3 Audiences and access**

Kettle's Yard welcomes requests to borrow works that will enable us to fulfil our organisational mission and allow our collection to reach new audiences, nationally and internationally.

Public Access requirements for any works acquired through Arts Council England administered schemes and other National public funding bodies shall be taken into account in consideration of a loan request.

Kettle's Yard will carefully consider equality, diversity and inclusion when assessing loan requests and throughout the lending process. We aim to take a respectful and inclusive approach to the display and interpretation of our collection and expect our borrowers to do the same.

In the case of commercial galleries and galleries run by auction houses, Kettle's Yard will lend only when exhibitions are of exceptional scholarly interest.

### **3.4 Capacity**

Requests will be considered alongside the requirements of the conservation, exhibition and display programme at Kettle's Yard, taking into account our capacity to deliver our programme as a whole.

In usual circumstances, no more than 5 works will be agreed for loan to one exhibition.

### **3.5 Sustainability**

Kettle's Yard is committed to addressing the climate emergency and will consider the impact and sustainability of a loan request when assessing the request. Borrowers are encouraged to outline what steps they are taking to mitigate the environmental impact of the transport and exhibition of the work or works requested for loan.

## **4 LOAN CONDITIONS**

All loans are subject to the borrower's agreement to the terms and conditions stated within the University of Cambridge loan agreement.

### **4.1 Fees**

Loans-out from Kettle's Yard are subject to the payment of fees, as outlined below (5.3)

### **4.2 Cancellation**

The Director and the Kettle's Yard Committee reserve the right to withdraw or cancel a loan at any time.

If the Borrower withdraws their request at any time, costs already incurred will be charged to the Borrower.

### **4.2 Additional guidelines**

Kettle's Yard is fully committed to complying with all national and international policies, guidelines and codes of practice relating to the lending of works from its collections, including the following:

- Department for Culture, Media and Sport (DCMS) Government Indemnity guidelines
- UNESCO Convention on the Means of Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970
- (NMDC) Combating Illicit Trade guidelines

- Spectrum Standards for Loans-Out (lending objects)
- Bizot Group protocols and guidelines
- Museum's Association Code of Ethics for Museums
- DCMS Spoliation guidelines
- UK Registrars Group (UKRG) Standard Facilities Report
- UKRG Security Supplement
- UK and International cultural property law
- ICOM Guidelines for Loans (1974)
- ICOM Guidance for International Loans-Out

## 5 LOANS-OUT PROCEDURE

### 5.1 Requests

Enquiries about borrowing artworks from Kettle's Yard should be directed to the [collections@kettlesyard.cam.ac.uk](mailto:collections@kettlesyard.cam.ac.uk) mailbox.

Formal requests to borrow artworks from Kettle's Yard should be addressed to:

The Director  
Kettle's Yard  
University of Cambridge  
Castle Street  
Cambridge  
CB3 0AQ

In their request, organisers should make a full case for the importance of their exhibition and why the requested works are sought.

### 5.2 Notice

Requests should be made as early as possible, but with a minimum of twelve months' notice for UK and international loans. This is to allow sufficient time for the request to be fully considered, any necessary conservation treatment and preparation to be carried out, security and environmental checks at the loan venue made, as well as accommodating other loan commitments.

Requests are acknowledged by Collections team within three weeks of receipt. In consultation with the Senior Curator (House & Collection), the Director will decide upon a recommendation that is brought to the Kettle's Yard Committee for decision, which meets four times each year in January, April, July and November.

### 5.3 Costs

The below cost structure is reviewed annually in April.

Flat rate for loans to UK Borrowers: £200 per object (up to 5)

Flat rate for loans to International Borrowers: £450 per object (up to 5)

The flat rate includes:

- Condition report
- Photography
- Packing
- 2 hours of collections manager/assistants display preparation time

The flat rate does not include:

- VAT
- Conservation time and materials: £75 hourly rate
- Additional collections manager/ assistant time (3+ hours) and specific materials (e.g. glazing and microclimates): £75 hourly rate and costs of materials

Additional venue fee for touring exhibitions is charged at £100 per UK venue and £200 per international venue

In addition to the above fees, Borrowers must also cover the cost of:

- Insurance
- Packing cases
- All transport costs, including the expenses of any couriers from Kettle's Yard
- Photographs or colour transparencies supplied by Kettle's Yard.

Where installation by Kettle's Yard is a condition of loan and Kettle's Yard staff are required to work beyond their normal working hours at the loan venue, borrowers will also be charged.

Kettle's Yard will always endeavour to inform borrowers of any additional costs as early as possible.

### 5.4 Security and Environmental Conditions

Kettle's Yard requires all borrowers to provide details of the facilities and security of their venues by completing the UK Registrars Group Standard Facilities Report and the UK Registrars Group Security Supplement.

Full terms and conditions of loans are outlined in the loan agreement issued after the loan has been approved.