



the national archives

## The National Archives loan conditions form

*(Please return this form and copy for your own records)*

1. Title of exhibition:.....

2. Name and address of institution where the exhibition is to be held:

.....

.....

3. Name (and address if different) of official to whom correspondence should be directed:

Name:.....

Tel:..... Fax:.....

Email:.....

4. Proposed dates of exhibition:.....

5. The National Archives (TNA) references of documents requested, including the page/folio to be displayed, and a brief description of the record.

Please be specific. The reference and/or item number is required:

TNA Reference	Description
1.....	.....
2.....	.....
3.....	.....
4.....	.....
5.....	.....

5. How do you propose to display the item(s)?

- Wall mounted.....
- Display case(s).....

If an item is found to be a bound volume, we will let you know dimensions.

6. **Environmental information**

a) How are environmental conditions in the exhibition areas monitored?

.....  
.....

b) How is the temperature and relative humidity controlled:

- In the exhibition area(s):.....
- In the display case(s):.....

b) What are the guaranteed variants of temperature & relative humidity:

- In the exhibition area(s):.....
- In the display case(s):.....

c) How many hours per day is/are:

- The exhibition area(s) lit:.....
- The display case(s) lit:.....

e) What type of light is used to illuminate:

- The exhibition area(s):.....
- The item(s) in the display case(s):.....

f) What level of lighting can be guaranteed:

- In the exhibition area(s):.....
- Inside the case(s):.....

- Is UV excluded? **YES/NO**
- If yes, how?.....

g) Can you provide us with a copy of your emergency response plan?  
**YES/NO**

**7. Security Information**

a) Are the display cases locked or is the glass placed in position with suction pads?.....

b) Do you have 24-hour security control for the entire premises? **YES/NO**

8. Do you have any reasonable cause to believe that any object comprised in the exhibition was stolen, illegally exported or illegally imported from its country of origin as defined by the 1970 UNESCO Convention on Cultural Property?  
**YES/NO**

**9. Insurance Information**

a) In the event of loss or damage will the item(s) be covered by the Government Indemnity Scheme? **YES/NO**

b) If no how will the item(s) be insured in the event of loss or damage?  
 .....

c) Please attach a copy of either UK Government Indemnity or a commercial certificate of insurance, along with this completed form.

I have read and agree to the accompanying conditions for the loan of public records and accept the financial and curatorial implications of the loan.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_