



In the case of particularly complex loans, or where more than 10 works from the Tate collection are required, Tate may need to charge a special fee to the borrower, whether inside or outside the UK.

Tate will always endeavour to inform borrowers of any additional costs as early as possible.

## Security

Tate 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.

Tate then submits details of all loans to the National Security Adviser at the Museums, Libraries and Archive Council. The loan will only proceed if the Adviser is able to approve the security and fire prevention arrangements at the loan venue. If the existing arrangements are not sufficient, recommendations to improve them will normally be made.

24-hour invigilation is normally required, although intruder-detector alarm systems for use during closed hours may be considered acceptable under certain circumstances.

Confidentiality about security arrangements is maintained by both the Adviser and Tate.

### Insurance and government indemnity

All works lent by Tate must be fully covered either by a government indemnity where applicable, or by  
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in the case of a touring exhibition, a single policy must usually cover all journeys and exhibition venues.

Proof of cover including copies of relevant insurance certificates or indemnities must be deposited with Tate at least two weeks before the works are to be collected. Works from the Tate collection cannot be released without proof of adequate insurance cover or indemnity.

## Government indemnity: UK loans

In line with the guidelines of the UK Government Indemnity Scheme (GIS) it is not considered

In the case of a non-  
and which has opted for a minimum liability arrangement of £5,000 within its financial year, such a  
borrowing non-national must meet the cost of loss or damage up to a limit not exceeding £5,000. The  
borrowing non-national must inform Tate if they have opted for this arrangement.

#### Government indemnities for international borrowers

In line with the guidelines of the GIS, host government or state indemnities offered by international  
borrowers will normally be accepted by Tate, provided that details of the indemnity are lodged with  
Tate for approval well in advance of the release of the works.  
Tate will accept cover provided by commercial insurance companies in the form of a copy of the

changes in environmental conditions (e.g. panels). Any journey requiring overnight travel, sea or air journeys will require a packing case. All cases will be commissioned by Tate and built to Tate

Sculptures will normally be lent in their existing specialist cases provided by Tate. For sculptures which require cases to be constructed for loan, the borrower will be charged for this expense.

### **Packing: international loans**

A packing case will always be required for international loans, and Tate will arrange for construction of preparation of the work will be carried out by Tate staff.

Packing cases and materials must be stored by the borrowing institution in good conditions to prevent deterioration.

## **Collecting loans**

for the preparation of the work of art and for the approval of the transport arrangements.

### **Transport arrangements**

Transport arrangements, including appointment of agents, and all routing of journeys must be approved by Tate before any work of art will be released for loan. Transportation must be carried out by accredited agents. If new or unknown companies are proposed, they will be investigated before being endorsed. Tate reserves the right to veto any companies which do not comply with its conditions for the transportation of works of art.

### **Couriers**

For loans of works which present particular issues in terms of their condition, handling, transport, and importance, Tate may wish to send a courier. In addition, Tate may wish to send a courier due to specific issues relating to the venue, particularly if it is previously unknown to Tate. The courier is the official representative of Tate and has the authority to withdraw items from display where the stipulated requirements have not been met, whether for reasons of security or conservation. All travel expenses, as defined by Tate, and associated costs incurred by the courier are the responsibility of the borrowing institution.

### **Customs**

Customs formalities are the responsibility of the borrower via their appointed agent; loaned works must not be unpacked for customs inspection en route. All Tate sites are validated by the Department for Transport as a known consignor for shipments via air out of the UK. In the event of a work being

**Reporting damage or loss of loaned work**

In the event of a work of art being lost or damaged or suspected of having been damaged, the borrower must inform Tate immediately after the incident has occurred or as soon as the loss is noticed.