

NATIONAL LIBRARY OF AUSTRALIA

OUTWARD LOAN POLICY

Introduction

The National Library of Australia operates an external exhibition outward loan program to support the Library's objective of providing effective and open access to the collection.

1. General Lending Policy

- 1.1 All requests for loans must be made in writing to and are subject to the approval of the Director-General, National Library of Australia (herein after, the Library).
- 1.2 Subject to certain restrictions, materials (eg. paintings, books, pamphlets, newspapers, drawings, prints, photographs, maps, music scores, manuscripts etc.) in the Library's collection, will normally be made available for loan only to recognised institutions with established exhibition programs and with full-time professional staff proficient in handling the particular material requested. Exceptions to this practice will only be made at the specific direction of the Library.
- 1.3 Each loan request will be judged on its merits. The type of institution and program for which the loan is required will be considered in relation to the importance, monetary and intrinsic, of the material requested.
- 1.4 Each request should be received at least twelve months in advance to allow sufficient time for scheduling and preparation. Loan requests may be considered with nine to twelve months' notice but this will be dependent on the Library's existing schedule and will attract additional charges as set out in the Conditions of Outward Loan document. Requests made with less than nine months notice will not be considered.
- 1.5 As set out in the Conditions of Outward Loan document there will be a cost recovery charge for each item approved and additional charges may be made for any non-standard mounting and framing requirements, packaging or crating requirements and additional conservation or valuation work and any resulting Library courier costs needed to facilitate the loan.
- 1.6 Once the Library confirms approval of the loan in writing, a borrower is liable for any expenses incurred in the preparation of items requested even if the loan request is subsequently cancelled.
- 1.7 Failure to comply with the Library's conditions of loan will result in the immediate recall of all items at the expense of the Borrower.

2. Non-availability of Certain Materials for Loan

- 2.1 Material acquired by the Library under conditions that prohibit its loan.
- 2.2 Unusually fragile material and other material, which in the Library's judgement, should not be subjected to the risks of removal.
- 2.3 Material on display or reserved under prior commitments.
- 2.4 Material that has been displayed for an extended period in recent times.
- 2.5 Material for which insufficient time has been given to process the request including treatment (under nine months, or in the case of particular items, at the discretion of the Preservation Branch).

Conditions of Loan

3. All loans are made by the Library subject to its Conditions of Loan document.