



the national archives

The National Archives loan conditions form

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

1. **Name and address of institution where exhibition is to be held**

2. **Name (and address if different) of official to whom correspondence should be directed**
Tel:..... Email:.....
Fax:.....

3. **Title of exhibition:.....**

4. **Covering dates of exhibitions:.....**

5. **The National Archives (TNA) references of documents requested (including the page/folio to be displayed), and descriptions**

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

Please continue on further paper as necessary

6. **Environmental information**

a) Do you keep monitored records of environmental conditions in the Exhibition areas?

YES/NO

b) If so, what are the guaranteed variants of temperature & relative humidity:-

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

c) How is the temperature and relative humidity controlled:-

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

d) What type of light is used to illuminate:-

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

e) What level of lighting can be guaranteed:-

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

f) Do you have a disaster control plan in operation in the exhibition area ?

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? **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: _____

Date: _____

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