



BORROWERS GUIDE (UK)

TIMELINE

12 months minimum before exhibition opening

- Borrower from overseas submits formal request for loan to V&A.
- V&A checks availability and condition of objects.
- V&A provides borrower with Loans policy/guidelines and estimated costs table.
- V&A provides borrower with the main contact for the loan.
- Borrower confirms whether catalogue images are required direct to V&A Images. If a separate publishing company is handling the production of the catalogue, you should ensure they have the relevant forms and price lists.

9 months before exhibition opening

- V&A gives formal decision on loan request, provides full costs quote, object details, and advises on courier requirement.
- V&A begins preparation of objects.

8 months before opening date

- Final deadline for changes to object list and exhibition dates.
- V&A confirms valuation of objects and display requirements.
- Borrower notifies V&A of main contact at exhibition venue, and other useful contacts (e.g. catalogue publisher, financial controller for invoices, if different from exhibition organiser).

6 months before opening date

- Borrower sends completed copy of UKRG or AAM Facilities Report and Security Supplement to V&A for review.
- Borrower confirms display proposal and mount requirements and prepares copy of UKRG Display Case Supplement.
- Borrower and V&A agree requirements for bespoke mounts: for bound volumes, required page opening and upstand to be finalised.

3 months before opening date

- Borrower sends copy of full insurance policy to V&A for review.
- Borrower finalises display plans, case construction and lining materials for each object and agrees with V&A.

2 months before opening date

- Borrower appoints a Fine Art Transport Agent and notifies V&A.

1 month minimum before opening date

- Borrower completes nail to nail insurance/indemnity cover for the objects and sends copy of the certificate to V&A.
- Borrower informs V&A of the days, or at least the week, in which the courier is required for installation, despatch date is agreed with Transport agent and travel arrangements made.
- Borrower arranges accommodation and per diem allowance for V&A courier(s), and notifies V&A.

By object despatch date

- Before any objects are released from the V&A, we must have received the signed Loan Agreement, proof of insurance cover, finalised transport arrangements, and confirmation that the display area is ready.

After object despatch/exhibition opening

- Payment of loan preparation costs within one month of receipt of invoice from V&A.

Courier questions

- The courier should have accommodation in a single room with en suite facilities and breakfast included, close to the venue.

- Courier per diem payments are to be made in cash on courier's arrival.
- If a virtual courier is required, the Borrower will engage in the preparation of the appointment, including pre-installation meetings, and will follow the V&A Virtual Courier Guidelines.

COSTS

How to Estimate Costs when Borrowing from the V&A (International)

The purpose of this document is to enable borrowers to estimate the likely cost of preparing objects for loan from the V&A. The tables below lay out the indicative costs per object for the preparations for loan, estimating the lower, upper and typical cost per object of each type. There is a flat cost for each condition report required and preparation work is calculated at a base rate of £55 per staff hour, including overheads and basic materials (e.g. 1 hour's work for 1 person costs £55, so 1 hour's work for 2 people would cost £110). Fabrication of mounts by contractors outside the Museum and special materials are charged at cost.

Borrowers are charged a proportion of the administrative cost of the loan. The V&A bears some of the administrative and all of the curatorial cost of the loan. Only travel, accommodation and per diem are required to be provided by the borrower when a courier is required to accompany objects, no other costs are incurred. In return, the courier acts as the liaison for the V&A on the spot and it is their task to help install objects safely, on time, and according to the conditions agreed.

The V&A will provide a full statement of the object preparation costs at the point of formal agreement of the loan. Should the loan request be withdrawn by the Borrower, they may still be required to pay for any work that has commenced at the point of cancellation.

Budget Calculator for Loan Costs – Preparation:

Object type	MOUNT/FRAME	REPORT	PACK	TOTAL (Lower)	TOTAL (Upper)	TOTAL (Average)
Single Work on paper	£27.50		£27.50	£125	£400	£180
Single Work on paper large	£110		£55	£290	£510	£345
Single Painting gilt frame	-		£55	£290	£1,225	£620
Book	£110		£55	£345	£1,335	£510
Piece of Furniture	-		£55	£180	£675	£235
Metalwork*	£80 (where required)		£110	£370	£810	£480
Ceramic*	£80 (where required)	£70 per report	£110	£370	£810	£480
Stained glass	£380 average (bespoke frame)		£110	£670	£1,660	£890
Sculpture*	£50		£110	£345	£1,055	£560
Sculpture large*	-		£385	£675	£1,280	£895
Gilded furniture	-		£220	£400	£730	£510
Textile flat†	Up to £740		£110	£290	£2,060	£730
Textile costume†	Up to £2100 + mannequin		£220	£2,540	£3,490	£2,980

* Not all objects require mounts. The average cost has included the provision by the V&A of a new mount but the display scheme chosen may not require this. The simpler the display scheme the less likely it is a new mount will be required.

† The cost of a single flat textile has only had mounting included in the upper figure, as there are simple and low cost methods for displaying such objects. On the other hand, most costume will need a mannequin with underpinnings, and is therefore a complex and costly operation.

Additional points to note are:

- textile objects, especially costumes, are extremely labour-intensive to conserve, mount, pack, and display, hence the high costs associated with them
- larger paintings and works on paper may require new glazing for safety reasons
- stained glass panels must travel and be displayed in frames with a Perspex screen, for safety as well as conservation reasons
- the V&A will specify particular display methods if small, fragile objects such as miniatures and jewellery are to be displayed at an angle other than horizontal
- all loan objects leaving the V&A should have been photographed for security reasons, but borrowers may also need images for catalogues or graphics: this activity represents a cost to the borrower for production of new images where required (i.e. not a reproduction fee), administered directly by V&A Enterprises.