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# INTERNATIONAL TRAINING PROGRAMME

## 2022 ANNUAL PROGRAMME



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ITP Annual Programme e-Learning

Session guidelines

National and International Loans

The British  
Museum

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## National and international loans

### Session guidelines

The British Museum shares its rich and diverse collection of more than 8 million objects with audiences around the globe through its extensive programme of touring exhibitions.

The growth of our national and international loans programme and touring exhibitions is one of the biggest changes in the British Museum in the last ten years. The Museum lends thousands of objects each year, contributing to hundreds of different exhibitions and displays at venues in the UK and around the world.

We are committed to sharing the British Museum collection with as many people as possible, which is why we work with partner museums, galleries and communities globally. These programmes allow the rich and diverse collection of the Museum and its staff's expertise to be brought to museums and galleries throughout the UK and around the world. Between 2018 and 2019, more than 10.5 million people had the chance to see objects from our collection outside of London – a number split across 2,800 objects loaned to 147 venues.

In the UK we share our collection through touring exhibitions, spotlight loans, partnership galleries and long-term loans. Long-term loans from the British Museum can be seen in many museums in the UK and are an excellent way of having objects come out of storage and go on display. While short-term lending can sometimes treble the number of visitors to local collections.

Since 2003 the British Museum has worked with a number of partner museums to develop a series of Partnership Galleries. The galleries are developed collaboratively to form part of the permanent displays at museums across the UK, with the British Museum supporting the curatorial research, object selection and display. The galleries bring together the partner museum's collections with carefully chosen objects from the British Museum to create unique long-term displays. Each gallery represents an ongoing relationship with the partner museum. Every year the Museum has around 1,400 objects on long-term loan at partner museums.

Meanwhile international loans allow us to work with colleagues and institutions overseas and have helped us to build new relationships and to strengthen existing ones with museums in Asia, the Middle East, Africa and the Americas.

## Objectives

### British Museum Registrars

- An introduction to lending and borrowing at the British Museum
- An overview of the Loans & Exhibitions team and the museums loans programme
- Learn more about the Museums loans policy and strategy
- What makes a Registrar?
- BM loans, in theory and in practice
  - Loans process and practicalities
  - Risk Management
  - Brexit
  - Covid
  - Delivery
  - Remote supervision.

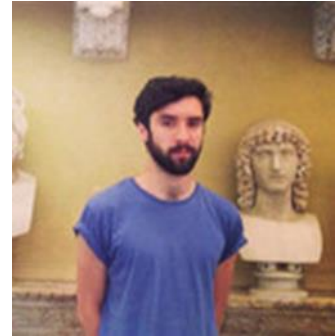
### British Museum Collection Managers

- The opportunity to hear about the Museum's loans work from a Collection Manager (CM) & Assistant Collection Managers (ACM) perspective.
- An overview of the CM and ACM teams and how they 'fit' into the overall picture of the Museum.
- What does a CM/ACM do and how does that relate to the BM's loans programme.
- How do the CM/ACM's manage a loan from their perspective? What is the process and what are the key aspects?
- What is the role of the courier and what are the key requirements of the role.
- How has COVID effected the role of the courier.

## Course facilitators

### **Chris Stewart, Registrar: loans and exhibitions**

I have worked at the British Museum for 10 years, in a number of different roles and departments. I have specialised in loans coordination for the last 7 years, first in the Department of Prints and Drawings, and then as part of the Central Loans Team, with a focus on incoming loans to British Museum temporary exhibitions. Now as Registrar, I am responsible for the delivery of the British Museum's loans programme, and the loans approval process, by which the Museum processes requests for its collection.



Educated at the University of Birmingham, I hold a BA in English literature, and have previously worked for Central Government in an administrative capacity, before pursuing a career in music.

[cstewart@britishmuseum.org](mailto:cstewart@britishmuseum.org)

### **Sarah Choy, Collection Manager: Loans & Display**

I joined the British Museum in 2006 as a Museum Assistant in the Asia Department before moving to the Middle East Department. In 2015 I joined the newly created Loans & Display team becoming Collection Manager in 2016.

I now manage the Loans & Display team to deliver the Museum's programme of loans and exhibitions. I have a wide range of practical experience delivering loans and exhibitions. My particular areas of interest are loans packing techniques and display methods. I am also involved in the Collection Management Training Programme and provide training in Loans Packing, Leading a Loan, Leading a British Museum Exhibition and the Operation of Workshop Machinery.



[schoy@britishmuseum.org](mailto:schoy@britishmuseum.org)

## Course resources

How to borrow British Museum objects.

The British Museum welcomes requests to lend items from the collection to exhibitions or displays that are open to the general public and contribute to knowledge and understanding of their subject.

<https://www.britishmuseum.org/our-work/how-borrow-british-museum-objects>

International touring exhibitions

A museum of the world for the world

<https://www.britishmuseum.org/our-work/international/international-touring-exhibitions>

Partnership galleries

<https://www.britishmuseum.org/our-work/national/exhibitions-and-loans/partnership-galleries>

The British Museum shares its collection with partner museums in many ways.

<https://www.britishmuseum.org/our-work/national/exhibitions-and-loans/long-term-loans>

UK touring exhibitions and loans

<https://www.britishmuseum.org/our-work/national/exhibitions-and-loans>

Export Licencing (UK)

Export licence advice

<https://collectionstrust.org.uk/cultural-property-advice/exporting-and-importing-cultural-property/>

Touring exhibitions and object loans

The British Museum's policy on loans <https://www.britishmuseum.org/sites/default/files/2019-11/British-Museum-Loans-Policy-approved-07-11-19.pdf#:~:text=%E2%80%9CThe%20British%20Museum%20may%20lend,such%20object%20is%20to%20be>

[19.pdf#:~:text=%E2%80%9CThe%20British%20Museum%20may%20lend,such%20object%20is%20to%20be](https://www.britishmuseum.org/sites/default/files/2019-11/British-Museum-Loans-Policy-approved-07-11-19.pdf#:~:text=%E2%80%9CThe%20British%20Museum%20may%20lend,such%20object%20is%20to%20be)

Arts Council England (ACE)

This is the national development agency working for and on behalf of museums, libraries, and archives and advising government on policy and priorities for the sector. They have an excellent set of guidelines, GIS, which cover 'best practice' for loans whilst they are in transit, to and from the borrowing venue, storage, setting up and display. [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Museums Association (MA)

Smarter Loans, Principles for lending and borrowing from UK museums

[www.museumsassociation.org/download?id=485671](http://www.museumsassociation.org/download?id=485671)

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[www.const.co.uk](http://www.const.co.uk)

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[www.momart.com](http://www.momart.com)

### Q&A

At the end of a session, if you have any questions or need any further clarification on an issue or topic discussed, please e-mail the ITP team at [itp@britishmuseum.org](mailto:itp@britishmuseum.org) and we will do our best to provide you with the additional information you need.