TULLIE

Loan Policy

Reviewed February 2026. For review February 2028.

Tullie House Museum & Art Gallery Trust (Tullie) holds collections for public benefit and we will lend to and borrow from other institutions to facilitate this. We will aim to make collections more widely accessible, both physically and intellectually, with a view to furthering knowledge, understanding and scholarship relating to the collections in our care.

Tullie will not make any stipulation or request to those to whom it is lending or borrowing that it would itself regard as unreasonable if required of it by any institution from which it was borrowing or lending.

The procedure by which loans, both in and out, are handled is intended to ensure that the museum acts in a professional and responsible way: agreeing to loan only appropriate objects to appropriate borrowers; minimising all risks and protecting objects whilst out of the museum's direct control; managing all loan arrangements in a consistent and efficient manner and providing full documentation to support loan activities.

Tullie's Senior Leadership Team are responsible for approving all loans, subject to the fulfilment of the criteria below. If the object requested for loan has an insurance value of more than £20,000 then Tullie Trustees and Cumberland Council (as owners of the collection) must also approve the loan. Responsibility for the day-to-day administration of loans is delegated to the Curatorial team who may seek the appropriate advice from conservators or other specialists. Every request to borrow an object or objects is considered on its own merit and the decision to accept or refuse the request is subject to the following guidelines.

Loans Out

All requests should be made in writing to our Director.

Requests should include a completed UKRG Facilities Report and Supplement along with a report showing the last six months environmental readings of the space that will house the proposed loan.

The letter should include name and address of the borrower, title of the exhibition, curatorial reasoning for the request and length of the loan as a minimum. We will usually only consider lending to other accredited museums.

Borrowers will have to demonstrate that the objects they have requested form an important part of their display and that the exhibition itself is coherently thought through and intellectually valid. In deciding whether to lend, Tullie will also take account of:

- The absolute importance of the object
- The structural condition and stability of the object
- Whether specific objects could be obtained elsewhere
- Whether a significant publication is involved as this increases access to and interpretation of collections in the longer term
- The resources available within Tullie to administer the loan
- Whether the request would conflict with Tullie's own display plans or detract from the intellectual coherence of an existing display

Requests are considered by the Curatorial Team and Senior Leadership Team and need to be approved by the Tullie Trustees and Cumberland Council depending on value. We therefore require at least six months' notice of any request.

All borrowers are required to agree to our conditions of loan, including in all cases payment of a loan fee and insurance and transport costs, and in some cases payment of essential conservation work.

Our usual loan fee is £275 per object, however this may change based on the circumstances of the loan at the discretion of the Senior Leadership Team.

In line with Tullie's Environmental Policy and Action Plan, the museum will explore opportunities for virtual couriering where appropriate. If a physical courier is required for object transportation and installation, Tullie will negotiate an agreed per diem fee with the borrower.

The condition of all loan material will be checked on departure and arrival by Curatorial staff as per the Tullie Loans Out procedure.

Tullie must be acknowledged as the lender of the loan in the labelling of the object, in any catalogue produced (electronic or otherwise) and in any press or media coverage by stating "Tullie House Museum & Art Gallery Trust, Carlisle". Tullie must also be provided with two complimentary reference copies of any catalogue produced.

Loans In

Tullie agrees to abide by the loaning institution’s conditions.

Tullie will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the museum’s collections management system.

The condition of all loan material will be checked on arrival and departure by Curatorial staff as per the Loans In procedure.

Tullie will verify the ownership of all incoming loans to ensure that the current owner is legitimately able to lend the items and will apply the same strict ethical criteria to loans as to acquisitions.

Tullie agrees to abide by the environmental standards outlined by the National Museums Directors Council.