



London Museum Development Skills Plus training course

Course Title: Exhibitionism – Using loans from other institutions

Date: Tuesday 23rd July 2019

Time: 10:00 – 16:30

Location: Museum of London, London Wall

Facilitator: Elizabeth Coningsby

Trainer: Sarah Brown, Collections Trust

What will be covered?

This workshop will give you practical knowledge about what your organisation will need to know in order to take on and receive loans from other museums, including a workshop on Spectrum 5.0 and Loans from Collections Trust. You will hear about various opportunities from Art Fund, Touring Exhibitions Group (TEG) and Vastari. The Imperial War Museum, V & A and Horniman Museum and Gardens will present alongside the Museum of London to give you tips, and provide you with the practical information you need to know about taking on loans from both the Nationals and National Portfolio museums' perspectives. At the end of the morning session, we have case studies from both Gunnersbury Park Museum and Islington Local History Centre and Museum, who will share their experiences of taking on loans and how they have used these loans to engage with and diversify their visitors, as part of the Arts Council England's Ready to Borrow scheme. This scheme was delivered through local Museum Development providers on behalf of Arts Council England. As a result, both museums meet Government Indemnity Scheme standards and have improved long term infrastructure and capacity to manage significant loans.

After a networking lunch, Sarah Brown from Collections Trust will be delivering a workshop on Lending and Borrowing with Spectrum 5.0 and will explore the Spectrum 5.0 *Loans in* and *Loans out* procedure, reviewing

how different organisations approach these, as well as the other Spectrum procedures that contribute to the successful management of loans, including *Insurance and indemnity*. We will also discuss tricky situations such as how you deal with borrowed objects if the original lender can no longer be contacted. Please bring along any relevant documents to refer to and share during the session – for example your organisation’s policy, loans procedures, standard loan agreement etc.

Who should attend?

This course is aimed at:

Museum staff and volunteers responsible for planning and / or installing exhibitions and for lending / borrowing objects for exhibitions.

Approximate session timetable

10:00	Arrival with light refreshments
10:15	Welcome and housekeeping
10:20	Using Loans from other institutions
13:15	Networking Lunch
14:00	Lending and Borrowing with Spectrum 5.0
16:30	Close

Learning objectives

By the end of this session you will:

- Know how to take on loans from National and National Portfolio museums
- Discover the potential for taking on loans to improve public programming
- Get tips from what your organisation will need to be aware of in compiling documentation
- Learn how to administer loans from your organisation

Support towards Museum Accreditation:

Managing Collections:

- 4.1 To take responsibility for all of the collections you manage
- 5.2 To follow the primary Spectrum documentation procedures

Users and their Experiences

- 9.1 To provide stimulating learning and discovery activities, includ

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **23rd July** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region. A late cancellation (less than 24 hours) / no show charge of **£50** will be applicable. Lunch will be provided. Further Information will be emailed to confirmed delegates.

 @LondonMusDev



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

