



Library Exhibition Loans Policy

1. Context

As an institution with significant holdings of historical and cultural collections, the Library of Trinity College Dublin routinely receives requests for loans of items from its collections to other institutions for public exhibition display. The Library from time to time also requests to borrow material from other institutions to supplement its own exhibition programme. The Library Exhibition Loans Policy outlines the terms by which loan decisions and agreements are made. It is guided by sectoral best practice, and is necessary for compliance with the Library's [Heritage Council Museums Standards Programme for Ireland](#) Accreditation.

2. Purpose

The Library of Trinity College Dublin welcomes applications to borrow items from its collections for exhibition, recognising that loans of library collection items for exhibition enable the availability of the collection to the wider public, can help reach new audiences, and enhances the reputation of the Library and Trinity College Dublin. The Library also recognises how the borrowing of items from other institutions can add value to its own exhibition programme. This Policy is designed to assist in the facilitation of exhibition loans.

3. Scope

This policy specifically applies to the exhibition loan of items from the **Library's collections only**, and the borrowing of items from other institutions for the **Library's exhibition programme**. It does not apply to, for example, the College Art Collection and associated exhibitions, or other collections belonging to various Schools and Departments. It also does not apply to other lending processes of the Library, such as item loan for reader consultation or inter-library loan of print material to other libraries for reader consultation.

4. Principles

The Policy is provided to ensure clarity, consistency and transparency around the Library's Exhibition lending process.

5. Definitions

"The Library" means The Library of Trinity College Dublin.

"Loan" or "lending" means the temporary borrowing – transfer out – of item(s) from one institutional collection for public display in another institution.

"Borrow" or "borrowing" means the temporary borrowing – transfer in – of item(s) from one institutional collection for public display within another institution.



“Lender” refers to the institution permitting the temporary borrowing of items from its collection – transfer out.

“Borrower” refers to the institution requesting the temporary loan of items from another institutions collections for public display – transfer in.

A “suitable borrower” is a recognised public museum, gallery, library, archive or educational institution who can meet the Library’s exhibition loan conditions and provide public access to the exhibition (private individuals, commercial organisations, or a public institution requesting material for a non-public exhibition would not be deemed suitable borrowers).

“Items” refers to any objects, artworks, manuscripts or printed material within the Library’s collections which may be subject to exhibition loan.

6. Policy

- i. The Library will consider lending items from all of its collections unless there are legal, ethical, practical or preservation reasons that prevent it.
- ii. The Library will only consider lending items to suitable borrowers.
- iii. Applications for the loan for exhibition of the Book of Kells are not being accepted by the Library. In 2000, the Board of Trinity College Dublin decided that the Book of Kells will not be loaned for external exhibitions.
- iv. All loans from the Library collection are subject to the Library’s ‘Conditions of Loan’ document. Library staff will assess the loan request against these conditions, also taking into consideration the condition of the item(s) requested, the availability of Library resources required to deliver the loan, the contextual relevance and rationale of the request, and the Library’s own exhibition programme.
- v. Approval of loans of Library items for exhibition will be made by the Librarian & College Archivist. In the case of the request for the loan of items older than 1800 or in manuscript form, approval must be granted by the Board of Trinity College Dublin on the advice of the Librarian & College Archivist (College Statutes XXIV.5.b,c).
- vi. Loans are made on a short-term basis, for periods of no longer than **6 months**. Light sensitive or vulnerable collection items may only be available for shorter periods. Longer-term loans take place only in exceptional circumstances.



- vii. All **preliminary loan enquiries** should be made no later than **12 months** before the exhibition is scheduled to open.
- viii. Preliminary enquiries should be made via the Library's online Loan Enquiries form. While some library material is available to view online, it is recommended that borrowers visit to view the material in person before making a formal request.
- ix. **Formal loan requests** should be made no later than:
 - a. **Six months** before the exhibition is scheduled to open for printed material dated later than 1800;
 - b. **Nine months** before the exhibition is scheduled to open for manuscript material or printed items dated earlier than 1800, to ensure time for internal College approval processes.
- x. Formal requests for loans are made in writing to the Librarian & College Archivist. As part of this request, the borrower must identify:
 - a. The suitable organisation requesting the loan;
 - b. The collection items requested, including unique identifier (shelfmark or item reference), preferred volume openings (if relevant);
 - c. Title and dates of the exhibition;
 - d. Address of venue and names and contact details of key staff;
 - e. A short and clear rationale for the inclusion of the collection items in the exhibition;
 - f. A completed security and facilities report for the building in which the exhibition will take place. The facilities report must address all aspects included in the Library's 'Condition of Loan' and comply with UK Registrar's Group documentation.
- xi. Any changes to the details provided in the formal request must be confirmed in writing, and require formal agreement from the Library.
- xii. All requests will be acknowledged on receipt of a written formal loan request.
- xiii. The Library reserves the right at any time not to proceed with a loan request.
- xiv. The Library will maintain a central register of loans, with files containing all loan documentation including condition reports, lists of objects, and signed contracts in line with Trinity College Dublin's retention policy.



- xv. The Library may borrow collection items from individuals or other institutions or organisations for the purposes of exhibition. Where lenders have their own terms, conditions and processes for loans, the Library will follow these. In the case of lender not having such processes and policies, the Library will apply its Exhibition Loans Policy, procedures, and standards.

7. Policy Owner

The Policy is owned by the Librarian & College Archivist.

8. Responsibility and Implementation

The Policy is implemented by the Head of Preservation & Conservation and Head of Research Collections.

9. Related Documents

To fulfil the terms of the Library Exhibitions Loans Policy, any borrower must also adhere to the Library's Conditions of Exhibitions Loans (which outlines facilities and security requirements) and complete the Exhibition Loans Application Form.

These documents will be accompanied by the formal loan request letter from the borrower and the formal loan agreement letter from the lender.

The Policy is implemented using the UK Registrar's Group (UKRG) forms for Facility Assessment and Security Assessment, and utilisation of guidance drawn from British Standards and the Bizot Group's Green Protocol.

10. Document/version Control

Approved by: Board

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Officer responsible for review: Librarian and College Archivist