

The Bute Collection at Mount Stuart Loans Policy

The Bute Collection is able to lend works to temporary exhibitions both in the UK and internationally. All loans are administered by the Mount Stuart Trust, who oversees the care of the collection, including works currently on display at Mount Stuart on the Isle of Bute, for the benefit of their charitable aims, and on behalf of the Owner.

Who We Are

The Mount Stuart Trust was created by the 6th Marquess of Bute in 1989 with the purpose of entrusting the historic Mount Stuart House and Gardens, together with the lands encompassing the Bute Estate, to be run for charitable purposes. The stewardship and preservation of the Bute Collection and heritage assets in our care are at the heart of our core purpose. It is our objective to encourage and support learning, innovation, and creativity.

The Collection

The Mount Stuart Trust cares for the Bute Collection, which is one of the UK's foremost private historic collections, dating from the 12th century. It consists of an internationally significant archive, spectacular fine and decorative art, and extensive historic libraries collected by successive generations of the Crichton Stuart family.

The archive preserves an extraordinary half a million historic records in over 3,500 boxes at Mount Stuart. This consists of family papers and estate correspondence, early Bute deeds and charters, intricate watercolour designs and cartoons, 18th and 19th century architectural elevations and designs for Bute and Bute-related buildings, surveys, plans, inventories, photographs, glass-plate negatives and cine-film.

Over 27,000 volumes line the shelves of the four libraries at Mount Stuart. They hold an abundance of rare and unique volumes with copy-specific features, from incunabula, hand-coloured atlases and decorative bookbindings, to the Gaelic books collected by Reverend Donald Maclean, and the former libraries of Dumfries House.

The core of the fine and decorative art was amassed by the Third Earl of Bute in the 18th-century. Works include an outstanding collection of 18th and 19th-century British portraiture, 16th-century Italian masterpieces, and a significant collection of Dutch and Flemish Old Masters. Exceptional furniture, textiles, silver and porcelain are housed within spectacular Gothic Revival architecture, with interiors decorated by eminent designer-craftsmen such as H.W. Lonsdale, Nathaniel Westlake, William Burges, Robert Weir Schultz, and Thomas Nicholls.

These are carefully curated within our 19th century interiors, which together, provide the foundation for the character and atmosphere of Mount Stuart.

Why We Lend

An active programme of loans is a means of making the Bute Collection more widely accessible to the public. The Mount Stuart Trust acknowledges the importance of allowing objects to be seen in new contexts by diverse audiences. Loans propel object-based research, collaboration and the sharing of knowledge, and reinforces our charitable objective to encourage and support learning, innovation and creativity.

Loan Prerequisites

External loans that are successfully accepted into our small programme must:

- support our charitable and collaborative objectives;

- excite the Mount Stuart Trust audience;
- advance scholarship, research and understanding of the Bute Collection;
- shine a spotlight on the Mount Stuart Trust.

So that The Bute Collection can operate a consistent loans policy, the Owner determined that loans should support one (or more) of the following categories:

1. Exhibitions or displays that can demonstrate that they will provide a tangible benefit to the people of Bute and the wider island economy.
2. Exhibitions which engage with the wider Bute Houses Partnership properties or with a Scotland-specific narrative.
3. Exhibitions that demonstrate innovative ways of increasing knowledge, understanding and appreciation of the Bute Collection to the wider public.
4. Exhibitions that demonstrate original research and that will make a contribution to art-historical or other knowledge relating to the Bute collection.

Touring Exhibitions

Only in exceptional circumstances will works be loaned for touring exhibitions consisting of more than 2 venues.

Long Loans

Requests for long loans from the collection will be considered from UK borrowers where there is a clear purpose or context for the loan of a particular work, particularly when it will complement the Bute Collection. For long-term loans, the maximum first loan period is three years, after which the loan is reviewed and may either be returned or renewed.

Applications

The benefit of increased public access to the object must be offset against the risks arising from packing, handling, movement and transportation. Loan requests are therefore subject to a formal approval procedure.

Preliminary Enquiries

Prospective borrowers are encouraged to carry out preliminary research before making a loan request. The Mount Stuart Trust welcomes informal, early contact to discuss potential objects and the practicalities of borrowing. Please contact charlotte@mountstuart.com for further guidance.

Formal Requests

All new loan requests from UK venues should be submitted with at least 9 months notice of the exhibition opening date. All loan requests from European and international venues should be submitted with at least 12 months notice of the exhibition opening date.

Formal requests for loans must be made in writing. The applicant must identify:

- object(s) requested, quoting Mount Stuart Trust accession numbers where possible
- title and dates of the exhibition
- details and scope of main exhibition or display themes
- venue address and names/contact details of key staff involved
- clear rationale for the inclusion of the objects in the exhibition or project
- how the requested items will be insured or indemnified

Formal requests should be made in writing on headed paper, and addressed to the relevant member of the Mount Stuart Collections Department:

<u>Fine and Decorative Art</u>	<u>Archive</u>	<u>Libraries</u>
<i>Jessica Insley</i> <i>Curator, Mount Stuart Trust</i> <i>Isle of Bute</i> <i>Argyll & Bute</i> <i>PA20 9LR</i>	<i>Lynsey Nairn</i> <i>Archivist, Mount Stuart Trust</i> <i>Isle of Bute</i> <i>Argyll & Bute</i> <i>PA20 9LR</i>	<i>Elizabeth Ingham</i> <i>Librarian, Mount Stuart Trust</i> <i>Isle of Bute</i> <i>Argyll & Bute</i> <i>PA20 9LR</i>

Approval of Loans

The approval of loans from the Bute Collection is a two-stage process. All requests are first considered and assessed by the Collections Department at Mount Stuart, in order to make recommendations for final approval by the Owner of the Bute Collection. Unless there are concerns about the condition of the work of art, the Collections Department aims to reply with a decision on the loan request within 8 weeks of receipt.

Please be aware that works in fragile, poor, or unstable condition making them unsuitable for display or transport will not be lent. Requests will also be considered in light of the requirements of programming and display at Mount Stuart as a whole.

Conditions of Loan

All loans from The Bute Collection are agreed subject to the following conditions and procedures. The Bute Collection is fully committed to complying with all national and international policies, guidelines and codes of practice relating to the lending of works from its collections, including the following:

- Department for Culture, Media and Sport (DCMS) Government Indemnity guidelines
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970
- (NMDC) Combating Illicit Trade guidelines
- UKRG Security Supplement
- UK Statute Law

Please note that The Bute Collection requires confirmation from the Borrower of the following as part of its loan agreement terms and conditions. This agreement shall be governed by and construed in accordance with the law of Scotland the courts of which shall be courts of competent jurisdiction:

Insurance

- The Borrower is to provide evidence of the Government Indemnity or a copy of insurance documentation to cover the period of the loan.
- The Mount Stuart Trust will normally accept Government indemnity on UK based loans, and will consider the use of State indemnities offered by international Borrowers on a case-by-case basis.
- The Mount Stuart Trust will normally accept 'nail to nail' cover provided by commercial insurance companies. Proof of cover is required in the form of an insurance certificate which must be sent to the Lender well in advance of the dispatch of the loan.
- The Lender reserves the right to delay the shipment of the loan until the documents have been approved.

Transport

- Loan agreement forms are issued by The Bute Collection and must be completed and signed by the Borrower and returned to Lender at least three weeks prior to collection.
- Transport to and from the borrowing venue shall be:
 - notified in advance in writing to the Lender;
 - paid by the Borrower;
 - subject to the Lender's approval of the carrier;
 - subject to the Lender's conditions of travel;
 - accompanied by proof of "nail to nail" insurance;
 - in a climatically controlled vehicle.
- All paintings must be crated and the construction of this crate (i.e., the materials used and how it is put together) is agreed in advance with the Lender or their representative.
- The Borrower's Agent must meet and escort all shipments and couriers on arrival, at departure and during any transfer; arrange customs clearance; and must appoint an Agent in the UK as soon as possible.

Couriering

- The Mount Stuart Trust will decide whether the value or fragility of the object(s) require that one or more couriers accompany the object (in-person or digitally - i.e.: virtual couriering) and oversee condition checking and installation /de-installation at the venue.
- Borrowers must make the necessary arrangements with the fine art carrier for couriering (for any representative of the Bute Collection to accompany the work when in transit).
- Where an in-person courier is required, the Borrower will be responsible for the rail or air fares and the cost of accommodation and subsistence in a single room in a hotel near to the venue.

Install/De-Install & Condition Checking

- At the point of installation, the Borrower will check the condition of each object against a Conditions Statement (provided by the Collections Department at the Mount Stuart Trust).
- Objects must be installed by experienced technical staff.
- The Borrower is to provide an updated condition report and photographs of the objects prior to the return of the loan, and at any other time upon request of the Lender.
- Packing crates should be re-acclimatised to the conditions in the exhibition area for a minimum of twenty-four hours prior to packing.

Security

- The Borrower will provide a comprehensive facilities and security report which will detail essential information connected with venue, access, security, environmental and display conditions. This will be supplied no later than three months prior to the commencement of the loan.
- Confirmation of the following regarding Combating Illicit Trade: *'The Borrower warrants, covenants and agrees that it has no reasonable cause to believe that any object comprised in the exhibition in which the Objects shall be displayed was stolen, illegally exported or illegally imported from its country of origin, as defined in the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970.'*

- The whole building must have an automatic fire detection system and approved intruder alarm system which are serviced annually and maintained in good working condition.
- Security guards must be present on-site and during installation/de-installation. During installation and de-installation, only those individuals directly involved in the preparation of the exhibition should be admitted into the exhibition space and preparation area.
- The Borrower shall give reasonable access to Mount Stuart Trust staff and/or other named representatives to the loan objects at any time during the loan period, provided reasonable notice is given.

Conservation & Care

- The work will not be altered, repaired or cleaned in any way without the express written agreement of the Lender, but routine cleaning in accordance with normal museum best-practice will be acceptable.
- The objects must be provided with a stable environment. Unless otherwise stated in the Loan Agreement, this will be a temperature in the range of 16-24°C and relative humidity in the range of 40-60% with fluctuations of no more than 5% within an hour.
- All humidity and heating controls must operate 24 hours a day/7 day a week during the period of the loan.
- Lights must be turned off in non-public hours. Both daylight and fluorescent lighting must be filtered with a suitable UV absorbing material.
- Maintenance of the lux level appropriate to the object category and construction material must be adhered to, as described in the Loan Agreement.

Display

- All prospective methods of display (cases, framing, wall hanging, mounts, supports, etc.) must be detailed and outlined by the Borrower. Methods of display must be conservation-grade and fully secure, and approved by the Lender no later than three months prior to the commencement of the loan.
- Paintings, drawings and similar objects must be secured to walls by mirror plates and security screws or, if this is not possible for any reason, an acceptable alternative must be agreed.
- Small portable objects must be exhibited in locked display cases.
- Warding or qualified staff must be constantly deployed in the exhibition rooms during the time the public is admitted.

Damage

- Any damage to the work must be reported to the Lender immediately on discovery of the damage and in writing within 2 working days. A full description of the damage, photographs and report to be sent to the Lender as soon as practicable. The Lender may choose to appoint his chosen professional restorer to undertake the restoration and repair. Such work will be at the Borrower's expense.
- In the event of loss or damage to the work by any person not party to the Government Indemnity or insurance cover, the Borrower agrees to make any claim or proceedings for charges, damages or expenses in respect of the loss or damage. The Lender hereby agrees to assign to the Borrowing institution rights in order to pursue this claim.

Images and Acknowledgement

- Should the Borrower receive a request for an image of the work on loan, enquiries will be forwarded to the representative at Mount Stuart for approval.

- All credit lines in exhibition catalogues and labels to read: 'The Bute Collection at Mount Stuart', unless otherwise indicated in the Loan Agreement.

Collaboration

- The loan is made on the understanding that the borrowing institution(s) will work with the Mount Stuart Trust to developing mutually beneficial working partnerships in relation to marketing, educational and other partnership opportunities.
- 4 copies of any resultant publication/catalogue in relation to the loan shall be provided to the Bute Collection at Mount Stuart.
- The Borrower will provide The Bute Collection with full attendance figures and statistics for the loan venues at the close of the loan.

Costs

For loans to single UK venues, the Mount Stuart Trust covers the curatorial and administration costs. For loans to international venues, the borrower is charged an administration fee:

UK Venues	No fee
European & International Venues	£500.00

In addition, the borrower will be responsible for the following costs, where applicable:

- Insurance
- Transport/Fine Art Agent fees (including the construction of bespoke packing crates)
- Courier travel fares, accommodation and subsistence
- Conservation work that is deemed necessary to prepare the loaned object for display
- Object photography that is deemed necessary for any loan-related publication and/or marketing materials.