

**QMN POLICY: Loans Policy (Inward & Outward)
(Cultures & Histories and Biodiversity &
Geosciences Programs)**

1.0 POLICY STATEMENT

The *Queensland Museum Collection Policy* outlines policy information in section 5.13 (*Loans*) relating to the loan function; this policy acts as a link between that document and the procedures and forms utilised as part of the loan process.

2.0 DEFINITIONS

Act – *The Queensland Museum Act 1970*, as currently in force.

Board is the Board of the QM as established under the *Queensland Museum Act 1970*.

Campus means one of the QMN public facilities – Queensland Museum and Sparklab (QM&S), The Museum of Tropical Queensland (MTQ). The Workshops Rail Museum (TWRM), Cobb+Co Museum, Museum of Lands, Mapping and Surveying, Queensland Museum Research & Loans Centre, Earth Sciences Museum.

CEO is the Chief Executive Officer of QMN.

Collection Checklist is a list specific to each collection area based on the expert knowledge of the related Curator, which highlights any high risk issues relating to the objects or specimens being considered for loan or acquisition, such as the country of origin, the specific lending institution, or the type of item. (As outlined in *QM306: Due Diligence Procedure*.)

A **Collection Item** is an object or specimen and associated data that has been formally acquired by QMN.

A **Collection Record** is documentation which relates specifically to the QMN Collection, it is a primary source of information, a working collection, a history and legacy of collectors and researchers and a support tool for collection discovery and research. It can be in electronic or paper based format.

Documentation is supporting evidence, recorded in a permanent manner using a variety of media (paper, photographic, electronic, etc.) of the identification, condition, history, or significance of an object, specimen or collection. This encompasses information that is inherent to the individual object/specimen and its associations in its environment as well as that which reflects processes and transactions affecting the object/specimen (e.g. accessioning, documenting, lending, analysing, treating, etc.). Documentation is an integral aspect of use, management and preservation of an object, specimen or collection. All digital and paper based documentation must be collected, maintained and stored in accordance with *QM318 Collection and Research Record Keeping Policy*.

Due diligence involves all reasonable endeavours to establish the facts of a case before deciding a course of action, particularly in identifying the source and history of an item offered for acquisition, inward or outward loan.

Exhibition Loans are temporary transfers of Collection Items to and from QMN (loans in, and loans out, respectively), for the purposes of display. They can consist of items borrowed from individuals, community groups or other institutions and can come from intrastate, interstate or international locations. They can be an individual item or a group of items designated to be included in a QMN internally generated exhibition or display or to supplement an external **'pre-packaged' exhibition**.

Inward Loans are items not owned by QM which are borrowed for the purposes of temporary display, research, identification or assessment; and can be from intrastate, interstate or from overseas.

An **Item** is an interchangeable term used for an object, record, specimen or specimen lot.

Legal Title is the legal right to ownership of property.

Loans are the temporary transfer of collection items from QMN to another institution or body for research (**Research Loans**), education (**QMN Loans**) or display (**Exhibition Loans**) purposes.

Lot is the term used to define a group of specimens or objects recovered from the same location at the same time, which are registered, accessioned, stored and documented together for efficiency reasons based on manageable quantities of objects

An **Object** is a human-made Item, often manufactured or created from naturally-occurring materials and made for use in a cultural context. This term differentiates human-made collection items from those acquired in nature (specimens).

Outward Loans mean the temporary transfer of collection items from QMN to another institution or body located intrastate, interstate or internationally; for research, education, display or cultural purposes.

PCOL the *Protection of Cultural Objects on Loan Act 2013*; supports the future of international cultural exhibitions in Australia by providing a scheme (governed by the *Protection of Cultural Objects on Loan Regulation 2014*) to protect Australian and foreign cultural objects on loan from overseas for temporary public exhibition.

'Pre-packaged' exhibition is an exhibition or display (touring or non-touring, local, national or international) developed by an external organising body such as a museum, gallery, commercial entity, community group or artist; governed by a specific contract.

Program means the collections and curatorial Programs of QMN.

Program Head means the role responsible for a Program of the QMN.

Queensland Museum when referring to the legal entity of the Museum, the Board or in regard to the Act the term **Queensland Museum (QM)** will be used, when referring to the Museum in terms of the combination of campuses the term **QMN** will be used.

Research Loans are temporary transfers of collection items to and from QM (loans in, and loans out, respectively), for the purposes of authorised research. They can be from intrastate, interstate or international locations.

The **Senior Decision Maker** is the person who makes a final decision and accepts responsibility for that decision in relation to collection management processes including acquisitions, loans, international exhibitions, deaccessioning etc. It could be the relevant Program Head, Director or CEO, and will differ depending on the specific circumstances of the situation. (In some cases this role may be performed by a **Project Board**.)

State Collection is the official collection of Items registered by QMN through acquisition or transfer. It is the sum total of all accessioned items of scientific or historical significance vested in the Board of the QM.

3.0 SCOPE

This policy applies to the Cultures & Histories and Biodiversity & Geosciences Programs at all QM campuses.

4.0 PRINCIPLES

The *Queensland Museum Collection Policy* outlines the underlying legislation and general requirements relevant to the application and interpretation of this policy. Specifically staff should adhere to all obligations outlined in the following conventions: *ICOM Code of Ethics for Museums, 2004*; the *Protection of Movable Cultural Heritage Act, 1986*; *UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970*; *Environmental Protection and Biodiversity Conservation Act, 1999*; *UN Convention on Biological Diversity, 1992*; *CITES Convention, 1975* and the *Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization, 2010*.

Staff must undertake an appropriate and reasonable degree of 'due diligence' to assess all incoming loans (in accordance with *QM305 Due Diligence Policy and QM 306 Due Diligence Procedure*), exercising the highest levels of ethical and professional practice in accordance with applicable laws, in order to ensure that material has not been acquired illegally or exported from the country of origin in violation of that country's laws. (This process should be fully documented and all information should be attached to the relevant record in Vernon or paper based file.)

5.0 ELEMENTS

5.1 Loans to QM

Loans are made to QM by institutions and individuals. The lender retains legal ownership of the object or specimen. All Items loaned to QM for research purposes, identification, comparative study or as legal entities for safe keeping will be afforded

the same care and precautions for their protection whilst they are in custody as do Items from the State Collection. Written permission to undertake treatments or to destructively sample biological or other material on loan must be obtained prior to the occurrence, and documentation filed as proof of permission.

When QM borrows Objects, Specimens or exhibits from another institution, it will follow the procedures prescribed by the lending institution.

Staff must undertake an appropriate degree of **due diligence** to assess **all** incoming exhibition loans (regardless of the type of lender, the origin or the size of the loan). This process must be conducted in accordance with *QM305 Due Diligence Policy* and *QM306 Due Diligence Procedure* and follow the specific requirements of, the guidelines of the Protection of Cultural Objects on Loan (PCOL) Scheme under the *Protection of Cultural Objects on Loan Act 2013*; exercising the highest levels of ethical and professional practice in order to ensure that material has not been acquired illegally, or exported from the country of origin in violation of that country's laws. The process must be fully documented and staff are required to use their professional judgement to assess any potential risks.

The Museum must publish on its website information about all objects **borrowed from overseas** under the PCOL Act **four weeks** prior to importation, until export (this also applies to individual objects or items coming as part of a **'pre-packaged' exhibition**).

It is a requirement of the Protection of Cultural Objects on Loan Regulation 2014 (PCOL Regulation) that consultations occur with relevant communities prior to the import of loan items for exhibition and display. Where an Aboriginal object and/or Torres Strait Islanders object is to be provided protection under the Protection of Cultural Objects on Loan Scheme, consultation is mandatory.

When QM borrows material from individuals or institutions with no lending procedures or forms, it is the QM staff member's responsibility to ensure that the loan is approved by the lender in writing and in accordance with the appropriate QM procedures (*QM73 Procedure for Inward Loans (Cultures & Histories Program)* or *QM36 Procedure for Inward Loans (Biodiversity & Geosciences Program)*). All loans will be approved by the Program Head in writing.

The management and responsibility of items loaned to QM is the responsibility of the borrower and their relevant Program Head. Borrowed items should not be 'loaned on' or transferred to another institution, location or borrower without prior approval being given by the lender in writing.

5.2 Material transferred between QM Campuses

When objects normally stored at one campus are required by another campus for exhibition or display, for short or long term, they should be governed by the same process as an external loan.

5.3 Loans from QM (State Collection)

Loans from the State Collection will only be available to institutions / organisations rather than to individuals. The purpose of the loan must be consistent with the interests of QM, not pose undue risk to the object or specimen and will be subject to QM's capacity to resource the loan. Loans to Aboriginal and Torres Strait Islander community organisations are especially encouraged.

Institutions or communities wishing to borrow material from the QM Collections must do so initially by submitting a formal request in writing. Approval for outward loans will be made by the Program Head or CEO and acknowledged in a formal letter. Exhibition Loans can be for a period up to 12 months while Research Loans can be for a period up to 3 years with the potential to negotiate extensions.

In the case of Exhibition Loans, if the borrowing institution or community have not borrowed material from from QM before or if they have borrowed material previously, but their circumstances have changed in some way since their last Form was submitted, they will be required to complete either a *QM68 Venue Report* (for small, regional institutions) or a *QM67 Facilities Report* (for major institutions) prior to the loan being considered for approval. The *QM66 Procedure for Outward Exhibition Loans* will then be followed utilising the *QM69 Exhibition / Internal Transfer Loan Assessment Form*.

In the case of Research Loans, the *QM2 Procedure for Outward Research Loans* will be followed, including the completion of *QM307 Research Loan Assessment Form*, where required.

In both cases, a finite loan period must be specified and accurately documented and tracked using the Vernon Collection Management System and accompanying Loan Form (*Outward Loan Agreement*). The documentation will also include information relating to the value and condition of the object or specimen. Requests for extensions of a loan must be received in writing and amended and tracked on the Vernon Collection Management System.

The management of all loans sent from QM is the responsibility of the relevant Curator or Collection Manager who in turn is responsible to the Program Head.

Loan of zoological Type specimens is only permitted to appropriately (CITES) registered institutions, and the specimens must be transported in the most secure manner possible. Written approval by the Program Head, is required for all Type specimens sent on loan.

Permissions for any destructive sampling of item(s) must be in accordance with *QM303 Procedure for Destructive Analysis*.

In cases where large numbers of Specimens or Objects are requested for Loan by another institution (such as the complete QM collection of a particular class of items, or a particularly significant or valuable series of objects), QM will generally use the precautionary principle whereby two or more partial loans will be made sequentially,

rather than a single Loan, such that the first consignment must be returned before subsequent consignments are sent on Loan.

It must be made clear to all borrowers that no material is to be 'loaned on' to another institution, location or borrower without the express permission of QM in writing.

All Loans are subject to Conservation advice and specialist transportation where necessary. QM reserves the right not to lend Objects or Specimens. Institutions that have consistently been unable to uphold or maintain the conditions of loan can be 'black listed', negating their ability to borrow collection material in the future.

5.4 Loans from QM of Reserve (Unregistered, non-State) Collection items

The loan of Reserve Collection items is subject to the relevant Program procedure.

The loan of unregistered Research or 'Non-Collection' items should be managed through the Vernon system in the same way as registered collection items.

5.5 Destructive sampling of DNA loans

QM's collections of tissue samples stored in freezers or in special chemicals for DNA and other analyses are designed specifically for destructive sampling. These samples are available for research, sale or exchange to other research and collecting institutions on a commercial basis where appropriate, with access controlled by procedures outlined in the *QM204 Genetic Resources Collection Policy*.

Generally, these collections are underpinned by matching voucher Specimens incorporated into the State Collection. Requests for further destructive analysis of the Voucher Specimens must be in writing to the relevant Curator or Collection Manager and approved by the Program Head. In evaluating such requests consideration will be given to:

- The value of the research undertaken, balanced against the preservation of the Specimen;
- The experience and track-record of the researcher(s), including their supervision of student projects;
- The rarity or uniqueness of the Specimens, and the proportions of the parts / tissues requested to be removed for destructive research.

6.0 DOCUMENT HISTORY

VERSION	DATE	AMENDMENT
1.0	12 October 2007	Original content taken from Collection Development Policy 2007 draft v0.4
1.1	17 October 2007	Draft Guidelines for comment
1.2	19 December 2007	Draft incorporating comments by CM Forum
1.3	17 June 2009	Final draft after updated changes due to sign-off of final Collection Policy
1.4	29 March 2011	Reviewed and updated
1.5	16 August 2013	Updated with new branding information
1.6	Aug 2014	Biannual review and update
1.7	Sept 2015	Updated to incorporate Due Diligence requirements
1.8	Sept 2019	Updates made following discussions with Policy and Procedure Working Group.
1.9	Feb 2020	Updated to include comments by the Ministry of the Arts.

7.0 MORE INFORMATION

Policy owner/creator:	Head, Collection Services
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8.0 AUTHORISATION

Approved by:	Dr Jim Thompson
Title:	CEO, QMN
Approval date:	Feb 2020
Signature:	

9.0 REVIEW PROCESS

This policy will be reviewed every two years and at other times, if any significant new information, legislation or organisational change warrants a change to this document.

Once printed this document is no longer a controlled document.