

Royal College of Nursing  
RCN Library and Archive Service  
Special Collections, Archive and Object  
Collections Management Policy  
Version 2.0



**Special Collections, Archive and Object  
Collections Management Policy**

Version 2.0

Document control summary

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**VERSION CONTROL SUMMARY**

Version	Date	Summary
1.0	October 2016	This policy sets out the parameters for managing and developing the RCN Library and Archive collections, and informs decision making on collecting, cataloguing, preservation, and access.
2.0	October 2021	Updated to clarify the management of object collections.

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## **1. Policy Statement**

- 1.1. This policy is operated within the RCN Library and Archive Service (LAS) Collection Management Policy, which outlines the general parameters of the RCN LAS collections.
- 1.2. The RCN Special Collections (see *Appendix F for definition*), Archive and Object Collections policy sets out the principles according to which the RCN LAS collects, catalogues, preserves and makes accessible its Special Collections, Archives and Objects. It outlines RCN's commitment to meeting all industry standards for all aspects of collection management, to assuring quality, and forms part of the RCN LAS Collection Management Policy.
- 1.3. The RCN will review every five years in line with (re)application for Archives Accreditation which is administered by The National Archives, and application for Museums Accreditation which is administered by the Arts Council England and SPECTRUM standards as outlined by Collections Trust OR earlier in response to any significant change.

## **2. Introduction**

- 2.1. Founded in 1922, the RCN Library and Archive hold Europe's largest nursing specific collection. The RCN vision is to grow and maximise access to LAS collections. This supports the RCN Charter objective 'to support nursing education and professional development' and the RCN workstreams.
- 2.2. RCN LAS employs professional staff to select, manage and care for the collection. Any tasks requiring additional professional expertise will be consulted as needed.
- 2.3. The RCN Special Collections and Archive act as the corporate memory of the RCN Group, ensuring that published outputs and key operational records are retained in perpetuity.
- 2.4. The RCN LAS collect and maintain library, archive and object collections to encourage public engagement with the nursing profession and its history.
- 2.5. This policy covers four key activity areas:
  - Collection development

- Cataloguing and Documentation
- Preservation and Conservation
- Access

- 2.6. This policy provides a collections management framework for RCN LAS Special Collections, Archive and Object Collections. This ensures the RCN LAS manages the collections legally, effectively, ethically and in line with accepted professional standards. These are set out in *Appendix A – Relevant laws, regulations and standards*.
- 2.7. The RCN LAS will work closely with appropriate internal departments and external partners to ensure the continuous development of its collections.
- 2.8. The RCN LAS holds sole responsibility across the UK for the creation and management of the RCN Group Special Collection, Archive and Object Collections.

### **3. Collection Development**

- 3.1. Criteria for collecting Special Collections, Archives and Objects lies with the Collection Development, Archive, and Events & Exhibitions Managers respectively. Their experience and expertise are vital factors in ensuring the long-term coherence of the collection.
- 3.2. RCN LAS want the collections to reflect member diversity. LAS acknowledge that there are silences in the collections and aim to collect to address this. LAS collect resources which represent RCN members, their specialisms, geographic spread, and their lived experiences.
- 3.3. The collections are developed to ensure RCN LAS hold:
- a single copy of every UK nursing and nursing profession text
  - a single copy of every RCN publication and RCN endorsed publication
  - a wide variety of rare and special texts related to nurses and nursing history to provide context to the history of nursing and nurses

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- the corporate memory of each part of the RCN Group demonstrating organisational development and achievements
- archives from individuals and organisations actively involved in UK nursing
- some international, medical, nursing fiction and biographical titles and some objects to provide collection coherence
- objects collected for exhibition and public engagement purposes
- a handling collection for use by RCN staff to promote nursing and nursing history to members and the public

3.4. **Formats:** RCN LAS collect in standard formats that the team can support and preserve long term. RCN LAS does not collect items which require licenses such as: Public Records; hazardous objects and substances; human remains; or overseas cultural property.

3.5. **Multiple Copies:** RCN LAS hold single copies only of printed material, unless an item is of particular importance e.g., historical annotations. This does not apply to objects.

3.6. **Chronological focus:** RCN LAS collect to ensure a comprehensive nursing collection covering the period from the 1870s to the present.

3.7. **Geographic focus:** RCN LAS collection focus is on UK materials, with some international items to provide context.

3.8. **Language:** RCN LAS collect material in English and where appropriate in Welsh. Items in other languages may be selected to provide context.

3.9. There is no other nursing specific collecting body within the United Kingdom. However, there are archives, libraries, and museums which collect nursing and related topics, usually from a geographic or medical and health perspective. RCN LAS do not compete for collections: LAS liaises ethically on collecting and promote networking with national, regional, local, specialist and academic collections.

## 4. Ownership, Acquisition and Disposal

4.1. The Special Collection is predominantly made up of texts transferred from the lending collection with some donations. The Archive collection is largely donated, with the corporate archive being generated from RCN internal transfers. The Object collection is also largely donated, with some purchasing for exhibitions. Donations come via RCN staff, RCN members and the public to the RCN LAS team. Donations are assessed against this collecting policy and final decision to accept or reject is made by the Collection Development Operational Group (CDOG). The following principles are used:

- The RCN LAS requires legal ownership of all acquisitions or donations transferred to the collection and will not acquire any item unless it is satisfied regarding its ownership status.
- The RCN Archive Service requires the transfer of copyright ownership alongside any collection that is donated - or that alternative copyright management is put in place
- A formal donation agreement, *see Appendix B*, is required for archives, objects and collections of published material, and formal consent for all recordings created by the RCN.
- The RCN will redirect potential depositors to collections which are more suitable when appropriate. A list of key stakeholders is given in *Appendix C: List of Networks and Partners*.
- Disposal of material is undertaken in accordance with the RCN LAS disposal procedures and in line with the appropriate professional guidelines for the sector.  
Current items for disposal are clinically out of date, so it is unethical to donate these to other nursing organisations. Historic items are offered to appropriate collections in the UK.

## 5. Cataloguing and Documentation

5.1 The RCN LAS catalogues and documents its Special Collections, Archives and Object collections according to industry standards<sup>1</sup>. Specific cataloguing and documentation procedures are laid out in collection management manuals relevant to each area of the collection. RCN LAS use published

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<sup>1</sup> As at 2021 this included DCRM (B), RDA, MARC, ISAD (G), ISAAR (CPF), NCA Rules for Indexing Names and SPECTRUM.-

thesauri.<sup>2</sup> This catalogue is written in plain English and is accessible to members.

5.2 The security of the RCN Special Collections, Archive and Object Collections are strengthened by catalogues and documentation which provides an authoritative information audit trail ensuring RCN LAS assert ownership of these RCN collections.

### 5.3 Cataloguing Principles:

- Some archival catalogue records and resources are closed in line with the RCN LAS Access section below - to comply with UK legislation, for example data protection.
- RCN LAS will disseminate its catalogues by sharing them through national and international aggregate websites as indicated in the RCN LAS 3 Year Plan 2022-2024. See *Appendix C: List of Networks and Partners*.
- Catalogue entries are identified as vital records and are covered within the RCN Business Continuity Policy.
- Objects are catalogued according to SPECTRUM standards using additional catalogue fields where relevant, such as condition, display location and status.

## 6. Lending and borrowing

### Lending (Loans Out)

6.1 Items from the RCN collections may be loaned to organisations which meet the Museums Accreditation standard. Loans will be considered by the Collection Development Operational Group using the following criteria:

- The RCN collections will not be loaned out to any organisation with conflicting organisational or commercial goals to the RCN or that the RCN considers is not representing professional nursing appropriately.

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<sup>2</sup> As at 2021 this included MeSH, UNESCO, Getty Art & Architecture and Getty Geographic.

- The RCN collections will not be loaned to any organisation which cannot meet environmental, insurance and security requirements evidenced by a facilities report.
- The decision to lend RCN items must include consideration of conservation and preservation issues on an item-by-item basis, evidenced by condition reporting.

6.2 Loans agreements are offered for a maximum of 1 year before extension is required. RCN LAS have no minimum period of loan. Items on loan must be reviewed if circumstances change.

6.3 See Appendix D1 – Loans Out Procedure.

### **Borrowing (Loans In)**

6.4 Items are accepted as loans (borrowed) for a fixed period for exhibition and display. Loans are held at the exhibition sites at the RCN Library and Heritage Centre, RCN HQ, London (managed by the Events & Exhibitions and Collections Development teams), and RCN Scotland (managed by the RCN Archive team).

- Items accepted on loan will relate to the theme of a specific exhibition. Loan items may fall within the RCN LAS collecting remit, however loans may also be accepted to fill gaps in exhibition narratives where items would not be formally accepted into the collection.
- The RCN LAS will not borrow item(s) unfit for travel or unfit for display, unless it has made prior arrangements with the owner and/or lender to conserve an item(s) to display standard following its arrival at the relevant RCN site.
- Exhibition loans will be for the period of the exhibition at RCN HQ, London and where relevant, RCN Scotland, plus whatever time is reasonably required for transport, preparation, installation, de-installation, packing and return transport.
- The RCN LAS will seek agreement from the owner to display the item(s) at both exhibition sites at RCN HQ and RCN Scotland, where relevant.

- The RCN LAS will bear the cost of borrowing item(s) for any of its permitted loan purposes, including costs for transport, couriers, photography, exhibition preparation, lenders' fees, independent valuation, and conservation required for immediate display purposes.
- Transportation of the items between RCN sites will be undertaken by the RCN LAS nominated couriers. LAS will notify the owner of all arrangements and changes in the location of the item.
- The RCN LAS will extend the same general level of care and security to borrowed item(s) as it does to its owned collections. The RCN LAS may agree to additional measures of care and security at the request of the owner or on the advice of specialists.
- Through borrowing, the RCN LAS may become temporarily responsible for item(s) that fall beyond its customary area of expertise. It will not, however, borrow item(s) for which it does not have, or cannot procure, the specialist skill to handle, store, move or in any other way maintain. This includes but is not limited to human remains.

6.5 See *Appendix D2 – Loans In Procedure*.

6.6 See also *Appendix F - Useful Definitions related to this Policy* will be undertaken through CDOG and will follow the RCN loan procedures

## **7 Preservation and Conservation**

7.1 The RCN LAS manages its Special Collections, Archives and Object collections in line with industry standards for preservation and conservation.

7.2 Environmental conditions - temperature, relative humidity and lux - in both storage and exhibition areas are regularly monitored, reported, assessed by CDOG, and improved where possible. All areas are regularly audited and benchmarked against Collections Trust standards with advice from an external conservator.

7.3 The RCN LAS will actively seek out advice on best practice, and where appropriate, work collaboratively with institutions and networks. See

*Appendix C – List of Networks and Partners.* When required the RCN LAS actively seek external input from a professional conservator.

7.4 Heritage items held by the wider RCN which have not been identified as part of the RCN Special Collections and Archives are not covered by this policy.

7.5 The RCN LAS has an Emergency Response Plan, agreed with RCN Estates, which includes provision for a specialist emergency conservation service. The RCN LAS monitors the condition of the collection and uses this to inform preservation planning, in discussion with estates who are responsible for the fabric of the RCN buildings and advising on external storage contracts.

7.6 The RCN LAS Collections are insured by a fine arts policy held under the RCN Group insurance policy managed by Finance. This is reviewed annually, and includes stock held by the country libraries.

## **8 Access**

8.1 General access to the RCN Library and Heritage Centre is set out in *'Terms and Conditions'* (Appendix E).

8.2 General access to the RCN Corporate Archive considers the following:

- The RCN LAS supports the RCN aim of being an open and transparent organisation by enabling appropriate access to collections.
- Some records are closed in line with current UK Data Protection legislation. All requests falling under this legislation must be agreed by the RCN Data Protection Officer before access is granted.
- The 'Access to the RCN Corporate Archive' procedure sets out the parameters for access agreed with RCN Governance in 2014. All requests for records under 20 years are referred to Governance Support for approval. This includes requests for access to regional and national board records.

- All requests for access are answered taking into consideration wider RCN positions and structures. For example, any requests for access from the media are shared with the Communications team; any legal or sensitive requests are shared with the Legal team.

- 8.3 Access to Special Collections is by appointment and is invigilated by RCN Library and Heritage Centre staff as detailed in the library invigilation procedure for our London HQ site.
- 8.4 Access to the physical Archive collections is by appointment and is invigilated by Archive staff as detailed in the Archive Service invigilation procedure for our Edinburgh site.
- 8.5 Other than through public exhibition, access to Object Collections for research is by appointment and is invigilated. This is dependent on object location - either RCN Library and Heritage Centre staff as detailed in the library invigilation procedure for our London site or by Archive staff using the invigilation procedure for our Edinburgh site.
- 8.6 Invigilation prevents accidental damage or loss and provides researchers with expert assistance and reduces the risk of copyright infringement. RCN LAS staff may be required to deny access to anyone if individual items are deemed to be too fragile to access, or use.
- 8.7 The RCN LAS will enable access to the Special Collections, Archives and Object collections in line with the RCN LAS invigilation procedures. The collections actively support RCN LAS exhibitions, public and member events and tours. Items from the collections are regularly used in engagement activities, exhibitions and as part of funded projects.
- 8.8 The RCN LAS is committed to equality and inclusion in offering access to the collections wherever possible, focusing on online delivery of resources.
- 8.9 Access to RCN Digitised Content and Digital Resources:
- The RCN LAS supports free open access wherever possible. Digitisation projects are delivered in conjunction with sector partners wherever possible. The preservation plan outlines the RCN LAS plans for digitisation.

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- Born digital RCN publications and records selected for permanent preservation are preserved and made accessible through the RCN LAS Digital Archive.
- Born digital and digitised RCN records which are exclusive to members (due to data protection) are made accessible through the LAS Member Digital Archive behind a member login.

## **Appendix A - Relevant laws, regulations and standards**

The RCN Library and Archive collections directly support the objectives of the RCN as set out in its royal charter. As at 2021 the collections supported the delivery of RCN strategies including:

- Royal College of Nursing Group Strategy 2019 to 2021
- RCN and RCNi, Education Learning and Development Strategy 2021-2024
- RCN Independent Health and Social Care Sector strategy

Below are some of the UK laws and regulations which may influence RCN collecting, correct as of September 2021:

- [Data Protection Act 2018 \(GDPR\)](#)
- [International Standard for records management \(ISO15489\)](#)
- [Criminal Justice Act 2003](#)
- [Civil Evidence Act 1995](#)
- [BS 10008-1:2020 \[Standard for ensuring\] Evidential weight and legal admissibility of electronically stored information \(ESI\) published by the British Standards Institute 2020](#)
- [Freedom of Information Act 2000 \(FOIA\)](#)
- [Access to Health Records Act 1990](#)
- [Public Records Act 1958](#)
- [Public Records \(Scotland\) Act 2011](#)
- [Public Records Act \(Northern Ireland\) 1923](#)
- [Public Records \(Jersey\) law 2002, as amended 2006](#)
- [Isle of Man Public Records Act 1999](#)
- [Legal Deposit Libraries Act 2003](#)
- [Equality Act \(England, Scotland, Wales\) 2010](#)
- [Disability Discrimination Act \(Northern Ireland\) 1995](#)
- [Regulation of Investigatory Powers Act 2000](#)
- [Records Management: NHS Codes of Practice 2021](#)
- [NHS Information Governance: Guidance on Legal and Professional Obligations 2007](#)
- Copyright Acts [1911](#) and [1956](#)
- [Copyright and related Rights Regulations 2003](#)
- [Copyright, Designs and Patents Act 1988](#)

- [Copyright and Rights in Performances \(Disability\) Regulations 2014 \(S.I 2014/1384\)](#)
- [Control of substances Hazardous to Health Regulations 2002](#)
- [Regulatory Reform \(Fire Safety\) Order 2005 \(England and Wales\)](#)
- [Fire \(Scotland\) Act 2005 and Fire Safety \(Scotland\) Regulations 2006](#)
- [Health and Safety at Work etc. Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [Convention for the Safeguarding of the Intangible Cultural Heritage UNESCO 2003](#)
- [Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property UNESCO 1970](#)
- [Treasure Act 1996 Revised 1997 \(England and Wales\)](#)

Below are some of the British and International Standards and professional best practice guidance that the RCN observes, correct as of September 2021:

- [DCRM\(B\): Descriptive Cataloguing of Rare Materials \(Books\), Library of Congress 2011](#)
- [ISAAR \(CPF\): International Standard Archival Authority Record for corporate Bodies, Persons and Families, International Council on Archives, 2011](#)
- [ISAD \(G\) General International Standard Bibliographic Description, International Council on Archives, 2006](#)
- [MARC21: \(Machine-Readable Cataloguing 21\) Format for Bibliographic Data, Library of Congress, 1999](#)
- [NCA Rules for Indexing Names: National Council on Archives, 1997](#)
- [RDA: Resource Description and Access, Developed by: British Library; American Library Association; the Australian Committee on Cataloguing; the Canadian Committee on Cataloguing, The Chartered Institute of Library and Information Professionals; Deutsche Nationalbibliothek and Library of Congress, 2013](#)
- [BS 10012:2018 Data protection. Specification for a personal information management system](#)
- [BS ISO 15489-1:2016 Information and documentation. Records management - Concepts and principles](#)

- [BS 10008-1:2020 Evidential Weight and Legal Admissibility of electronically stored information \(ESI\)](#)
- [BS EN ISO/IEC 27001:2017 Information technology. Security techniques. Information security management systems. Requirements](#)
- [BS EN ISO/IEC 27002:2017 Information technology. Security techniques. Code of practice for information security controls](#)
- [ISO/IEC 27005:2018 Information technology. Security techniques. Information security risk management](#)
- [BS 7799-3:2017 Information security management systems - Guidelines for information security risk management](#)
- [BS EN 16893: 2018 Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections](#)
- [BS EN 15898:2019 Conservation of cultural heritage. Main general terms and definitions](#)
- [BS 4971:2017 Conservation and care of archive and library collections](#)
- [PD ISO/TR 13028:2010 Information and documentation. Implementation guidelines for digitisation of records](#)
- [PAS 197:2009 Code of practice for cultural collections management](#)

## Appendix B1 - Donation and Recording Forms

### Library and Archives Donation Form

The Royal College of Nursing would like to thank you for offering to donate the below listed items to our collections. We appreciate you considering us for this donation. Please could you detail the donation you would like us to consider.

I wish to donate the following material to the Royal College of Nursing Library and Archives:

Please list each item, including any relevant names and dates

#### Donor contact details

Full name:
Address and postcode:

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Telephone:
Email:

By signing the form:

- I understand that the items I donate will become the property of the Royal College of Nursing and that the RCN Library and Archive Service reserves the right to determine how they will be managed
- I understand that the names of donors/former owners may appear publicly as 'Donated by ...' or in the archive collection title 'Personal papers of ...'
- I understand that the RCN reserves the right to remove donated materials from the collections in accordance with RCN collection management policy
- I understand that in donating these items the Royal College of Nursing has permission to keep and use this item(s) in accordance with appropriate copyright and data exemptions.

Signature:

Date:

Personal data

The contact information you provide will be processed by the RCN Library and Archive Service and kept securely and exclusively for the purpose of maintaining contact with you. It will not be shared or made available to any third party for any other purpose and you can correct it at any time.

Insurance

All material held in the RCN Library and Archive Service collections is covered by the RCN's insurance policy.

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### Access and Use

The Library Special Collections, Archive and Object Collections are open to the public for research by appointment only. Access to items containing information about other data subjects with whom there is no donation agreement will remain closed in line with Data Protection legislation. Items added to the library and archive collections may be used in RCN public events and exhibitions.

### Use of Images

RCN LAS sometimes digitise donated photographs to improve access and preserve the physical item.

RCN LAS partner with the Mary Evans Picture Library (<https://www.maryevans.com>) who manage the sale of licenced copies of photographs from the RCN collection. LAS do not use their sister website (<https://www.prints-online.com>). Any income generated is used to preserve and promote nursing history.

If you consent to photographs you donate being made available in this way, please mark this box. If not, leave it blank.

I consent to images from this collection being shared online via the Mary Evans Picture Library (<https://www.maryevans.com>)

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Donation Form prepared by:

Date:

(Staff name and signature)

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Donation processed by:

Date:

*For office use*

*Date items received by Library & Archive Service* -----

*Date of approval/non-approval by Operations Group* -----



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UK law protects the rights of anyone mentioned in the interview and your own rights as an interviewee under current data protection and privacy legislation. The RCN Archive is committed to ensuring that no defamatory or sensitive remarks are made public and that your words are protected in accordance with relevant legislation.

If, at any time, you wish to limit public access to your contribution (wholly or in part) please get in touch with the RCN Archives ([archives@rcn.org.uk](mailto:archives@rcn.org.uk)) who will address your request within 30 working days.

In the rare event that the RCN Archives wish to use content from this interview in a manner not specified in this agreement, a member of the team will get in touch to request your affirmative consent.

By checking the box below, I confirm that I have read and understood this agreement and agree to its terms.

## Appendix B3 – Recording Form

### RCN AUDIO-VISUAL RECORDINGS - CONSENT FORM

The RCN Archives collects recordings to provide research information about nursing practices and the nursing profession for future generations. These can be audio recordings or filmed events. As part of our mission to preserve and promote nursing history RCN Archives encourages research use of this collection through academic study, often leading to short extracts being used in publications.

By signing this agreement, I consent to be recorded by a representative of the RCN Library and Archives Service (L&AS) and for a copy of this recording and retained by the RCN Archives. I permit the RCN Archives to make additional copies of this recording for the purpose of preservation and accessibility. I understand that this recording may be accessed and cited by researchers engaging with the RCN’s archival collections.

I ..... consent to be recorded by  
.....; a representative of the Royal College of  
Nursing, for this purpose.

Signed:  X

Date:

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#### Permission for use in Royal College of Nursing Events and Exhibitions (Optional)

The RCN Archives and Library Service is dedicated to showcasing and celebrating the history of nursing in the UK. As such, members of our team may wish to include extracts from this interview in RCN events and exhibitions.

The RCN Library and Archives Service will work to ensure that these extracts contain no identifying personal data or sensitive material relating to persons mentioned in this interview.

If you wish to consent to extracts from this interview being used in this manner, please check the box below.

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Your Data Rights

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UK law protects the rights of all individuals featured in this recording under current data protection and privacy legislation. The RCN Archives are committed to ensuring that no defamatory or sensitive content is made public and that all participants are protected in accordance with relevant legislation.

If, at any time, you wish to limit public access to your contribution (wholly or in part) please get in touch with the RCN Archives ([archives@rcn.org.uk](mailto:archives@rcn.org.uk)) who will address your request within 30 working days.

In the rare event that the RCN Archives wish to use content from this recording in a manner not specified in this agreement, a member of the team will get in touch to request your affirmative consent.

By checking the box below, I confirm that I have read and understood this agreement and agree to its terms.

## **Appendix C – List of Networks and Partners**

### Networks

Consortia of Independent Health Information Libraries in London (CHILL)

Health Archive Records Group (HARG)

London Museums of Health and Medicine

Society for the Study of Labour History (SSLH)

UK Medical Collections Group

### Aggregators and Mapping Projects

Aim25

Jisc-Archives Hub

Jisc-Library Hub Discover

Discovery: The National Archives

Hospital Records Database: the National Archives

Scotland's Sounds: National Library of Scotland

Archives Portal Europe

### Commercial Partners

Ancestry

Mary Evans Picture Library

Cengage-GALE

## **Appendix D Loans Procedures**

### Appendix D1 – Loans Out Procedure

Loans out are the responsibility of the archives/special collections teams.

#### Stage 1 Contact & Choices

- Request is made for assistance finding items for an exhibition or to borrow a specific an item(s) to the archives/special collections team
- Remember that items can be scanned for use, not just loaned
- Check that the requestor has museum accredited facilities for the exhibition: environmentally suitable and secure
- Arrange a visit for the requestor to select items and create a 'long list' of the items under consideration
- Refuse loans of items which are too fragile or light sensitive. A surrogate can be made if time allows and if the requestor is willing to pay for it
- Signpost alternative sources for material if necessary
- Refine down to an agreed shortlist and take to Collection Development Operational Group meeting for approval
- Check insurance cover and inform RCN finance department of the loan details so they can advise insurers

#### Stage 2 Process the loan

- Create a loan agreement – use previous examples in 'exhibitions' folder and get it signed
- Agree a return date (does not have to correspond to end of exhibition e.g. may be a short loan on a single item due to condition)
- Gather items together leaving productions slips in boxes, keep other slip in exhibitions file
- Arrange for a conservator to provide condition reports (inform borrower of any recommendations by conservator including items withdrawn from agreement – amend agreement)
- Take photographs of all items
- File forms in 'exhibitions' folder in office and photos on server in 'exhibition work' folder under exhibition/borrower name
- Amend catalogue record field Access Status to indicate out on loan

### Stage 3 Send items out

- Arrange with borrower for transport. Must be art mover or museum personnel
- When moving date is booked start packing items securely. If an art mover is used they may require to do this themselves during pick up
- Inform finance department to advise the RCN insurer of the move date
- Supervise packing/moving while on site (no unsupervised access to stores). Use green crates for RCN exhibitions only. Use other packaging for externals as RCN LAS cannot have the crates unavailable for long
- Ensure the delivery is direct (no stops if possible) and ask for confirmation of safe arrival
- Request confirmation of item condition once unpacked

### Stage 4 Return of items

- Inform finance department to advise the RCN insurer of the move date
- Check that all items have been received
- Check against condition reports and note damage. Noting damage accrued during RCN exhibitions allows us to avoid a repeat occurrence. See *Contracting a Conservator*
- Let borrower know they have been received and any problems. Damage is the responsibility of the borrower and claims may be made against their insurance if the damage is noted immediately
- If all is ok, repackage items and return them to store as quickly as possible
- Retrieve production slips and match with those in exhibitions file – add to the rest for inclusion in stats
- Amend catalogue record field Access Status to indicate availability or if out for conservation
- Keep condition reports for records
- Save and stack green crates out, not in store
- Request copies of an exhibition reports or evaluations as well as images/news articles
- Amend archive/special collection stats
- Report return/problems to next CDOG

Date Reviewed September 2021 Author: Fiona Bourne, Archive Manager Review:  
September 2026

## Appendix D2 - Loans In Procedure

### Responsibilities

Task	Main responsibility	Supported by
Loan research	Events and Exhibitions	Archives/ Collection Development
Loan request	Events and Exhibitions	
Record details of request	Events and Exhibitions	
Further information and paperwork	Events and Exhibitions	Archives for Scotland environmental readings, Collection Development for HQ environmental readings
Agreeing the loan	Events and Exhibitions	
Preparing to receive the loan	Events and Exhibitions	Collection Development
Monitoring the loan	Collection Development	Events and Exhibitions, Archives for Scotland display
Extending the loan	Events and Exhibitions	
Return and close	Events and Exhibitions	Collection Development /Archives

### Loan research

1. Consider what gaps in the exhibition object list RCN LAS collections cannot fill.
2. Identify specific objects and items from other museums and collections.
3. Ensure borrowing items would be in line with our loans in policy.

4. Check how far in advance lender requires loan requests.
5. Present list of desirable items at CDOG for agreement to proceed with request.

#### Loan request

6. Send loan request to lender (individual or institution) in writing. This can be an email if acceptable to lender. Give lender as much notice as you can.

Loan request should include:

- a. Dates of proposed loan
- b. Venue for proposed loan (RCN HQ and where applicable RCN Scotland)
- c. Context and purpose of loan
- d. RCN staff contact who will manage loan
- e. Object numbers of requested objects
- f. Brief description of requested objects and where requested justification/reason for loan request
- g. A statement of intended insurance
- h. Transport arrangements to RCN Scotland where applicable by RCN nominated couriers

#### Record details of request

7. Create a loan in record with details and status of loan on the Loans Register excel spreadsheet. Maintain this as an up-to-date record of the loan's status.
8. Assign a loan in (LI) number to the item, as well as recording other associated references (such as the lender's object number).

#### Further information and paperwork

9. Send [UK Registrar's Group](#) (UKRG)<sup>3</sup> facilities report to the lender, including the security and case display supplements. Ensure these are up to date.

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<sup>3</sup> [UK Registrar's Group](#) are a not for profit, museum professionals' group, that issues best practice guidance. RCN LAS is required to follow UKRG best practice guidance to meet museum and archive accreditation schemes. UK museums require borrowers to meet UKRG professional guidance for loans.

10. Share recent environmental data of the exhibition space(s) where requested by lender.
11. When the lender has agreed in principle to the loan, discuss the object(s) and its requirements in detail. Update the loans record on the catalogue. This information may include:
  - a. The lender's object number
  - b. Object description including dimensions if needed
  - c. Object history where relevant
  - d. Name and contact of owner if applicable
  - e. Its valuation
  - f. Its condition
  - g. Display requirement
  - h. Packaging and transport needs
  - i. Environmental requirements
  - j. Handling requirements
  - k. Images
  - l. Details of any intellectual property rights or licencing requirements

#### Agreeing the loan

12. Create and sign the loan agreement. In general, the lender will prepare the loan agreement using their paperwork. Where this is not the case (i.e., borrowing from an individual) use the RCN Library and Archive loan in form and terms and conditions, including nail-to-nail<sup>4</sup> insurance details. Forms should be signed by, and copies made for both lender and borrower.
13. Update loan in record with the date of authorisation for loan, name of the person authorising the loan, and any additional notes or conditions for the loan.

#### Preparing to receive the loan

14. Schedule a date for collection or arrival of object(s). Adhere to lender's requirements on object transport. Allocate a second member of RCN staff to accommodate the collection where required.
15. Notify the RCN LAS fine art insurance policy holder via the Finance Support Officer; including a list of the items, valuation, the owners and the agreed dates.

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<sup>4</sup> Nail-to-nail insurance – RCN insurance covers the item from the time it leaves the lenders premises, until it returns

16. Upon arrival of object(s), update status on the Loans Register (or catalogue when in place).
17. Complete object entry procedure.
18. Send email receipt to lender informing them of safe collection/delivery.
19. Conduct a condition check and complete condition report as soon as possible, taking photographic evidence of condition upon arrival. If lender has supplied a condition report with the item(s), check against this. Or use RCN Condition Report template.
20. Share condition report with lender to agree condition on receipt.
21. Continue to update status on Loans Register where relevant.

#### Monitoring the loan

22. Monitor condition of object(s) throughout loan period. Follow 'Environmental and condition checking procedure' guidance (G > Collection Development > Procedures > Environmental monitoring procedures)
23. Notify lender of key changes in object status e.g., condition, location, exhibition or building closure.

#### Extending the loan

24. If loan period is to be extended, renew loan agreement including updating the insurance cover end-date where required.
25. Update loan record.

#### Return and close

26. Contact lender to arrange return of object(s). Follow lenders requirements for transport and/or agree transport with RCN nominated couriers.
27. At close of exhibition, carry out a final condition report on the object(s).
28. Return objects(s) with a copy of final condition report.
29. Update status of loan on register and relevant documents.
30. Complete Object Exit procedure.

Date Reviewed September 2021 Author: Frances Reed, Events and Exhibitions Co-ordinator Review: September 2026

## **Appendix E - RCN Library and Heritage Centre - Terms and Conditions**

These are updated regularly and agreed by the LAS managers and reported via the Nursing Directorate management meeting. The current Royal College of Nursing Library and Heritage Centre Terms and Conditions are available on this web page <https://www.rcn.org.uk/library/about-us/library-and-heritage-centre>

## **Appendix F – Useful Definitions related to this Policy**

### **Acquisition**

The act of obtaining ownership of materials which then become a constituent part of the RCN permanent collection

### **Aggregator**

A person or organisation that collates information from other organisations and puts it on a single website.

### **Archive**

This term is used to encompass four distinct meanings:

1. Records that have been identified as having continuing value and required for permanent preservation
2. Records that have been created or collated by an organisation or person in the normal course of business or life, that have been identified as an entity for permanent preservation
3. The repository or place that the records are stored in
4. The team responsible for appraising, collecting, preserving and making available archival material

### **Archivist**

A member of staff who has archival experience and who holds a postgraduate qualification in Archives Administration. An archivist appraises collects, preserves and makes available Archives in line with inter/national standards, with legal and fiscal demands, and who complies with a professional code of ethics. Their work regularly includes deciding what material is securely destroyed as well as what is selected for permanent preservation. Archivists deal with all formats – both physical and digital

### **Catalogue**

A structured list of information about or relating to items within a collection.

In the archive sector this typically contains descriptive information at various levels (known as multi-level hierarchical descriptions) from collection to item including details of the creator of the records.

In the library sector this normally contains bibliographic descriptions for individual titles and editions in the library's collection

#### Closed Records

Records which are not accessible for an agreed specified period due to either legislative compliance or the sensitive nature of the content.

#### Collection

A set of materials that has been collated according to a specific subject, in any format. A collection is usually brought together for reference purposes.

#### Conservation

Remedial action made to individual library and Archive items to achieve physical stability, to extend their useful life and ensure their continued availability. This action is usually reversible.

#### Digital resources

Broad term covering all digital material held in, or accessible via the Library and Archives, normally categorised as either born-digital or digitised, within the RCN usually used in relation to archival materials.

#### Digitisation

The conversion of physical text, images or analogue recordings to high quality digital formats for preservation and to commonly-used digital formats which are more easily accessible to users.

#### Disposal

Procedure for the permanent removal of materials from the collections, by planned destruction or transfer to another organisation.

#### Donation

Any addition to the Library and Archive collections, usually a gift of materials from an external agency.

## Format

The physical or digital medium in which information is recorded or carries, such as paper, vellum, book, magnetic tape, floppy disc, chocolate, memory stick, digital software file types (txt, doc, pdf)

## Internal Transfer

The handover of RCN published or archival material from any part of the RCN to the RCN Library and Archive team.

## Loans In (borrowing)

'Loans in' refers to items which are formally borrowed from an external collection for exhibition, these become the responsibility of the borrower whilst on loan. Such items are covered by individual loan agreements and Loans Procedures

## Loans Out (lending)

'Loans out' refers to items which are formally lent to an accredited external organisation for exhibition, these become the responsibility of the borrowing institution whilst on loan. Such items are covered by individual loan agreements which are part of the Loans Procedures

## Preservation

All actions applied to retard deterioration, prevent damage and extend the useful life of materials and objects. These include monitoring and controlling environmental conditions; providing adequate storage and physical protection; establishing exhibition, loan and handling procedures; emergency planning and the creation and use of surrogates.

## Repository

The building, room or space set aside for the storage of archives. Archival repositories are constructed to ensure the security and preservation of Archives and to enable appropriate access for those who deliver and/or use the Archive service.

## Selection

The procedures used to identify suitable materials for the collections in line with the collection management policy.

## Silences

In reviewing RCN collections for equality and inclusion the LAS team identified significant absences from the collections. Publications and records that have not been created are not 'gaps' that can be filled, but silences that need to be recognised and addressed. This is part of wider library, archive and museum sector developments in addressing equality and inclusion issues.

## Special Collections

A selection of printed material segregated from the lending collection according to age, rarity, source, or value.