

York Museums Trust

York Museums Trust Loan Fees

Loan Fee Matrix

Fees are subject to VAT at 20% where applicable

	Per object up to 5	Per object 6 to 10	Per object 11 & above	Each additional venue
UK borrower behind pay wall	£250	£100	£50	£100
UK borrower without pay wall	£125	£50	£25	£50
UK national, university, private museum	£250	£100	£50	£100
UK commercial gallery or organisation	£250	£100	£50	£100
International borrower	£500	£200	£100	£200
Partnership loan	£0	£0	£0	£0
Community loan	£0	£0	£0	£0

Definitions:

Partnership loan Joint projects, organisations York Museums Trust regularly borrows from (excluding those who charge York Museums Trust loan fees), neighbouring organisations York Museums Trust wishes to support.

Community loan Loans that will significantly add to the intended display, raise public understanding, increase public access to York Museum Trust's collections, where the borrower would not normally be able to meet the cost of the loan.

Loan Fees Explained

The Loan Fee Includes:

- Up to 7 hours registrar time (loan administration)
- Up to 7 hours curatorial time (loan preparation)
- Courier time
- Internal condition reports

Costs in Addition to the Loan Fee (not an exhaustive list):

- Additional registrar and curatorial time £50 per hour
- External condition reports, conservation assessments
- Conservation preparation, treatment
- Preparation including, but not limited to, mounting, glazing, framing, replacement labels for York Museum Trust displays
- Photography
- Packing time, materials, removal of packing at the end of the loan
- Insurance
- Transport
- Courier costs – transport, accommodation, per diem, etc.
- York Museum Trust curatorial contribution to exhibition labels, catalogues, other publications, etc.

Calculating Loan Fees

Fees cover the costs associated with the provision of loans, including administration.

Providing it can be ethically justified, we reserve the right to charge more or less for outgoing loans as we see fit.

Costs are dependant on public access to the loaned objects and therefore fees are higher for loans requested for exhibitions within the UK that are behind a pay wall.

Consideration will be given to reciprocal loan arrangements.

York Museums Trust reserves the right to waive fees where it sees fit.

For long loans, inspections will be conducted by a member of York Museums Trust's staff, usually not more than once every three years. Loan renewal is dependant upon a successful review following inspection. Associated costs will be charged to the borrower.

Cancellation Fees

Charges applicable in the event of cancellation of a loan	
Any time	Any costs already expended in preparation of the loan
3 to 6 months before the loan date *	Costs already expended plus 50% of loan fee
Less than 3 before the loan date *	Costs already expended plus 100% of loan fee

* Commencement of the loan, not exhibition opening date.