

# **BROKEN HILL ART GALLERY LOANS OF WORKS TO EXTERNAL LOCATIONS POLICY**

## **Purpose**

To provide a methodology whereby art works be made available for loan.

## **Scope**

That works be made available at the discretion of the Art Gallery Manager in consultation with Council/Advisory Committee for loan to organisations which are able to protect works on loan and provide insurance cover.

## **General Principles**

1. That this be ensured through the contractual arrangements already in place.
2. That works be loaned to officers of the Administrative Centre providing that each officer and Manager countersign the proforma agreement.
3. That all contractual arrangements be strictly adhered to.
4. That all works loaned externally be fully documented and registered in the collection catalogue.

## **Policy Details**

File Reference No.: A5/3  
Adopted: February 26, 1992  
Minute No.: 35400  
Amended: May 28, 2008  
Minute No.: 42658  
Last Reviewed: May 2008  
Next Review Due: May 2010  
Responsible Officer: Art Gallery Manager