

## **Henry Moore Foundation**

### Ethical Loans Policy

The logo of the Henry Moore Foundation, featuring the text "HENRY MOORE FOUNDATION" in white, uppercase letters on a teal, abstract background shape.

**HENRY MOORE  
FOUNDATION**

The Henry Moore Foundation is a registered charity, set up and generously endowed by Henry Moore in 1977 to advance the education of the public by the promotion of their appreciation of the visual arts, in particular sculpture, and the works of Henry Moore. It operates from Henry Moore Studios & Gardens, Perry Green, Hertfordshire, and the Henry Moore Institute, Leeds.

The Foundation supports a wide range of projects and activities in the visual arts through its Grants Programme. Among areas covered are grants to art institutions, galleries and museums for new projects, collections, research and support of Post-doctoral fellowships based at UK universities or at the Henry Moore Institute.

The Henry Moore Foundation manages an estate at Perry Green (Henry Moore Studios & Gardens) and a centre for the study of sculpture in Leeds (Henry Moore Institute). Henry Moore Studios & Gardens consists of the Moores' former home Hoglands, approximately sixty acres of garden and parkland, studios and galleries. The site is open to the public from Easter to the end of October; visitors are charged an admission fee. Entry is free of charge for schools and higher education group visits. Housed on the estate is a major collection of the artist's sculpture, drawings, graphics and textiles, as well as a vast photography and correspondence archive and book collection relating to Moore's life and work. The Foundation facilitates access to this unique resource for research, workshops, publications, displays, exhibitions and loans. Access to the library and archives for research is available by appointment all year. Admission to these facilities is free of charge, and the Foundation may be able to provide accommodation to those travelling from further afield.

The Foundation's exhibition programme focusing on Henry Moore, both at Henry Moore Studios & Gardens and venues worldwide, draws on the collections gifted to it by the artist, which have been augmented subsequently by gifts and acquisitions. In order to fulfil this programme, the Foundation borrows works on a regular basis from institutions and private individuals in the UK and abroad. Recent displays of Moore's work have included major exhibitions in London, Paris, Amsterdam and New York and an outdoor touring exhibition in fifteen cities in Spain.

The Henry Moore Foundation at Henry Moore Studios & Gardens is a Known Consignor.

The Henry Moore Institute was formed by the Foundation in 1993, developing out of the Centre for the Study of Sculpture that was initiated in 1977 as a partnership between the Foundation and the City of Leeds. It is housed in a distinct building adjoining Leeds Art Gallery where it has its own galleries and curatorial programme, bringing together three related strands: collections, research and exhibitions. Admission to the Institute is free of charge.

The Institute is responsible for the Leeds Museums and Galleries sculpture collection and its staff includes those salaried by Leeds City Council to care for the collection, which comprises sculpture, works on paper and archives of primary source material. The Foundation helps develop these collections with resources for their acquisition, research and display, though the collection remains the sole property of Leeds Museums and Galleries. The Institute curates regular displays of the Leeds sculpture collection in Leeds Art Gallery and occasionally asks for loans from other collections to complement and enhance Leeds' collections displays. The collection is regularly integrated into the temporary exhibition programme curated by the Henry Moore Institute in Galleries 1, 2, 3 & 4 in the Institute building, and in the Sculpture Study Galleries in Leeds Art Gallery that are managed by the Institute team.

The Institute's Research Library is open to the public every day of the week and the Henry Moore Institute Archive of Sculptors' Papers housing material owned by Leeds Museums and Galleries is available to consult by appointment. Both these resources are used by staff, scholars, students, curators, artists and the general public, and through a Visiting Fellowship programme international scholars develop research using these resources. There is no admission fee but users are required to register.

The Institute arranges a diverse programme of temporary exhibitions in its gallery spaces as well as shared spaces in Leeds Art Gallery, and originated exhibitions tour to national and international museums and galleries. The exhibition programme explores the meanings of sculpture, historically and geographically. Exhibitions are developed in-house, through research work undertaken by the curatorial team, and in collaboration with international specialists and commissioned artists. The Institute borrows works for exhibitions from major national and international collections as well as commercial galleries, artists and private collections. The Institute arranges approximately nine exhibitions a year, and all are free of charge to the public.<sup>1</sup>

The Henry Moore Foundation at the Henry Moore Institute is a Known Consignor. The exhibition galleries at both Studios & Gardens and the Institute are fully accessible. Staff on duty are trained to offer assistance and information as required. All printed information is available in large print and Braille. Public areas are fitted with an induction loop.

## **Outward Loans Policy**

As part of its directive, the Henry Moore Foundation is actively involved in curating, mounting and supporting exhibitions of Moore's work worldwide, and receives many requests for exhibitions and loans per year.

Loans from the Leeds sculpture collections, including the Henry Moore Institute Archive of Sculptors' Papers, are administered by Leeds Museums and Galleries and loans from the Henry Moore Institute Research Library are administered by the Henry Moore Institute.

Loans are made for the following purposes:

- To widen access to collections and facilitate outreach
- To help advance the education of the general public
- To contribute to a wider understanding of art
- To support research into the collections and exhibitions
- To support other museums and institutions and develop partnerships

The Foundation considers requests for exhibitions and loans from all parts of the collection.

### **Borrowers**

Borrowers will fall into one of the following categories:

- Accredited/Registered museums and galleries (however the Foundation will consider requests from those without Accreditation)
- Commercial galleries meeting Accreditation standards
- Libraries and archives
- Educational institutions
- Public and charitable bodies, including community organisations

The Foundation will not normally agree to loan requests from private individuals. Borrowers will need to demonstrate they can provide and maintain suitable facilities and appropriate conditions (i.e. environmental, security); however exhibition/loan requests will be dealt with on a case by case basis. A site visit by Foundation staff may be required to determine exactly what facilities can be provided, and the exhibition/loans will be selected accordingly.

Borrowers will also need to demonstrate that they have an ethical loans policy, where appropriate.

## **Exhibition Loans**

- Requests for loans for exhibition should include information about the exhibition, other items being displayed and how the item fits into the exhibition
- Wherever possible the request should include accession number, object or artist name and title
- Information on the venue, or for all venues for a touring exhibition should be included, preferably using UKRG facilities reports and questionnaires (available at [www.ukrg.org](http://www.ukrg.org))
- Borrowers are asked to provide as much information as possible with the initial formal request, which will speed the response to the request
- Informal discussions are welcome before a formal request is made to the Director
- Loan requests for works from the Henry Moore Foundation collection should be made by formal letter to the Director. Letters should be addressed to:

Godfrey Worsdale  
Director  
Henry Moore Foundation  
Perry Green, Much Hadham  
Hertfordshire SG10 6EE  
United Kingdom

- Loan requests for works from the Leeds Museums and Galleries sculpture collection, including items from the Henry Moore Institute Archive of Sculptors' Papers, should be made by formal letter to the Head of Leeds Museums and Galleries care of the Head of Sculpture Studies at the Henry Moore Institute in advance of the exhibition or display opening date. Letters should be addressed to:

John Roles  
Head of Leeds Museums and Galleries  
c/o Lisa Le Feuvre  
Head of Sculpture Studies  
Henry Moore Institute  
The Headrow  
Leeds LS1 3AH  
United Kingdom

Loan requests for works from the Henry Moore Institute Research Library should be made by formal letter directly to the Head of Sculpture Studies at the Henry Moore Institute.

### **Notice**

- Requests for loans should be made as early as possible, and at least nine months in advance of the date required
- In exceptional circumstances the Foundation will consider requests with a shorter lead in time
- Where a number of items are requested, for touring exhibitions and loans overseas at least one year's notice is requested
- The Foundation endeavours to acknowledge requests within three weeks of receiving a formal request and will try to make a decision within eight weeks of receipt of a satisfactory UKRG facilities report and environmental charts. If the Foundation cannot meet this schedule it will inform the borrower of a delay

### **Refusals**

The Foundation may refuse loans from time to time, although it endeavours wherever possible to facilitate loans. The Foundation may refuse for one of the following reasons:

- When suitable environmental conditions and/or security cannot be guaranteed
- Insufficient time to consider and prepare the loan
- If the item is fragile, or unstable or at excessive risk of damage from handling or transit
- If the item is required by the Foundation for display, learning or outreach
- If the item has been lent frequently
- If the item is in demand from Foundation visitors
- If the request is for use as props in theatre, film or TV production
- If excessive cost would be involved in moving the item
- If the project is unsuitable or incompatible with the Foundation's aim to promote the artist
- If the artist has been displayed too frequently within the same geographical area

The Foundation will provide an explanation for any refusal. If the refusal is due to environmental or display issues the Foundation will work with the borrower to try to overcome these issues. Where a work is already scheduled for display or loan, the Foundation may endeavour to offer an alternative.

**Recall of items**

The Foundation reserves the right to recall any item from loan at any time. Normally the Foundation will only do so in the event of an emergency or where the borrower fails to comply with the Standard Conditions of Loan.

**Costs**

Costs relating to conservation, transport, casing, insurance and couriers are negotiated with the borrowing venue on a case-by-case basis and will be summarised in writing in advance.

**Couriers**

Couriers may be required if:

- The item(s) requires special handling/installation and/or is fragile
- The journey is particularly long, hazardous or unsafe
- The object(s) is extremely rare or of high value
- Couriers are Foundation representatives and have full authority to withdraw a loan if conditions as laid out in the loan agreement are not met
- The borrower is usually responsible for couriers' expenses including travel, accommodation and subsistence but this may be negotiated as necessary

## **Incoming Loans Policy**

The Foundation is committed to producing world-class temporary exhibitions and displays at both locations, in some instances with a view to touring to a subsequent venue. In order to meet this commitment, the Foundation regularly seeks to borrow works from collections and individuals worldwide.

The Foundation is committed to ensuring the highest standards are maintained while a loan is in its care, including packing and transport, handling, display, environment, invigilation and security.

Loans to the Foundation at both Henry Moore Studios & Gardens and Henry Moore Institute are requested for the following purposes:

- To widen access to works from diverse cultures and periods
- To enhance the Foundation's ongoing temporary exhibition and display programme
- To contribute to a wider understanding of art
- To showcase research into a specific artist or subject matter
- To enable new research into the study of sculpture

### **Potential lenders**

Lenders fall into one of the following categories:

- Museums and public galleries
- Commercial galleries and dealers
- Private collections/individuals or their appointed agents
- Practising artists or their appointed agents
- Libraries and archives
- Educational institutions

Curators working for the Foundation will alert lenders to the ethical loans policy at the earliest opportunity during the research and development of each exhibition and display.

### **Loans**

- Foundation curators and research staff may commence the loan request with informal discussions before making a formal request to the appropriate individual
- Subsequent requests for loans for exhibition will include information about the exhibition, other items being displayed and how the item fits into the exhibition

- A request will only be made after initial enquiries regarding legal ownership and provenance have been made
- The request will include the artist's name, title of work, date, full dimensions, media and accession number
- Information on the Foundation venue or for all venues for a touring exhibition will be provided using UKRG facilities reports, security and case questionnaires (or the equivalents issued by other countries)
- Lenders will be required to declare in writing that they acquired the objects by legitimate means, have legal ownership and are unaware of any third party claims. Further documentary evidence may then be required if any doubt remains
- Lenders will be asked to provide as much information as possible with the initial formal request, including insurance value, handling and display requirements
- In accordance with the Foundation's Due Diligence Policy, lenders will be asked to provide a full provenance history of the work(s). The Foundation curators will check thoroughly the provenance and will ask the lender for further information or proof of acquisition if the details provided give cause for any concern. The Foundation will carry out its own research in order to satisfy this requirement as necessary
- If Immunity from Seizure is requested by a lender, the Foundation will publish information on the loan, the lender and a provenance history on its website in accordance with DCMS guidelines at least four weeks before a work enters the UK. The Foundation will also inform Arts Council England

The Foundation actively encourages its curatorial staff to adhere to its Due Diligence Policy through in-house training, attendance at conferences and provision of resources on the subject.

The Foundation is able to provide and maintain suitable facilities and appropriate conditions for objects on loan. This can be demonstrated to the Lender through UKRG facilities reports and environmental readings. The Arts Council-appointed National Security Advisor has approved the security provisions of both venues. The Foundation will endeavour to meet any specific handling, display or security requirements the lender may require, and will discuss this in advance of the loan arriving.



## **Cancellation of loans**

Cancellations will always be a last resort since all aspects affecting a loan will be considered thoroughly before the Foundation makes a loan request. However, in exceptional circumstances, cancellations may be made for the following reasons:

- If a lender's terms and conditions of loan prove extraordinary and cannot be met
- If costs associated with a loan (e.g. loan fees, conservation, crating or transport) rise to unacceptable levels
- If the insurance value given for a loan is established as being higher than the known market value
- In the event of unrest (including war) in the country of origin
- If the lender cannot confirm that they acquired the object by legitimate means
- If the lender cannot confirm that they have legal ownership of the object
- If the lender is aware of any third party claims to the object
- If any information surrounding provenance is unacceptable under current national and international standards
- If evidence suggests that the object has been illegally excavated or exported from its country of origin
- Where appropriate, if the DCMS does not grant Immunity from Seizure for the loan

This Policy was approved by the Henry Moore Foundation's Strategic Management Team in September 2016. It will be reviewed in September 2019.

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<sup>1</sup> The Henry Moore Institute Research Programme complements exhibitions and collections, not only by convening conferences, seminars and public lectures on their themes, but also by working with outside students and scholars and distributing new thinking in the area of sculpture studies. All events are open to the public. Occasional charges apply for larger events. Conferences are developed in tandem with other institutions and specialists, and may lead to publications which are published by the Foundation. Publications encompass catalogues, books and the Henry Moore Institute journal *Essays on Sculpture*. The Institute has operated a Visiting Fellowships programme since 1995. In addition in 2006 it launched a Senior Fellowship scheme allowing senior academic staff a break from teaching and other responsibilities. The programme brings a wide variety of artists, curators and scholars to Leeds, giving Fellows time and space to pursue their own research interests. The Fellowships are central to the Institute's programme, generating displays, publications and conferences which further the study of sculpture. The Institute maintains close links with local, national and international universities, including offering four funded internships per year for students across MA programmes at UK universities and hosting an Annual academic Open Day.