

## 1. Scope

This document sets out the University of Brighton Design Archives' (UoBDA) general operational policy with regard to the supply of scanned and photographed digital item(s) held by the UoBDA for exhibition purposes.

## 2. Related documents

UoBDA Exhibitions and Loans Procedures: Supply of Digital Files  
UoBDA Loan Agreement and Exit Form: Digital Content  
UoBDA Digitisation Procedures  
UoBDA Exhibitions and Loans Policy  
UoBDA Loan Agreement and Exit Form  
UoBDA Exhibitions and Loans Procedures

## 3. General conditions

The loan agreement is to be completed by both parties, the Borrower and the Lender, and stipulates the purpose and duration of the loan. Any proposed changes that affect the information provided in the form must be notified to the Lender immediately, and the loan item(s) may be used only for the purpose and duration specified in the UoBDA Loan Agreement and Exit Form: Digital Content form. The loan item(s) must be destroyed at the end of the agreed loan period without delay or unauthorised extension of the loan period. The Borrower has to bear all the costs in relation to the loan item(s) and is explicitly not entitled to lend the work(s) to third parties.

The Lender reserves the right to recall the item(s) at any time in the event that loan conditions are not being met, for instance if the loan material appears in a promotional context, in print or on the web without prior formal agreement.

The Lender may terminate the Loan Agreement, or terminate the provisions of any part of the Loan Agreement, by written notice to the Borrower with immediate effect, if the Borrower is in default of any obligation under the Exhibitions and Loans Policy: Digital Content.

The Lender requires that confirmation of the final loan request is received as soon as possible but no less than two weeks before the first exhibition date.

## 4. Digital files

Where intellectual property rights allow, UoBDA will provide high quality digital image files of the loan item(s) for either facsimile printing or electronic exhibition purposes. The Borrower may not reproduce, photograph, film, video, televise or copy in any way any of the loan item(s) unless given a prior written permission by the Lender. General views of loan item(s) in an exhibition, made for publicity purposes, are acceptable and may be incorporated in an exhibition catalogue. publicity or lectures.

The Borrower must not make any alterations to the digital image(s) supplied by the UoBDA without prior consent.

All permitted images of the loan item(s) must be accompanied by a credit line, the wording of which will be confirmed by UoBDA, as appropriate to the UoBDA's different archive holdings. Acknowledgement in the same form must also be made in any labels, exhibition notices or catalogues that refer to the loan item(s).

#### **5. Delivery**

The master TIFF(s) will be passed on to the Borrower via the use of UoBDA Sharepoint. The Borrower must inform the Lender when the image has been downloaded in order to enable UoBDA to delete the image(s) from the UoBDA Sharepoint space. Download links are automatically deleted after 30 days.

#### **6. Expenses**

All costs arising in connection with the loan of item(s) are to be met by the Borrower.

#### **7. Display**

The Borrower is responsible for all associated matters to do with the display of the facsimile or digital image in the exhibition environment.

#### **8. Reporting**

The Borrower agrees to supply the Lender in a timely fashion with printed promotional materials, visitor figures, visitors' feedback, installation shot(s), as well as sufficient other promotional information for use in the Lender's own social media and reports.

#### **9. Review and revision**

This document will be reviewed every five years or when deemed necessary.

#### **Document Control**

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|---------------------------|--------------|
| <b>Approved by:</b>       | Sue Breakell |
| <b>Date<br/>Approved:</b> | 2019         |

**Version History**

| <b>Version</b> | <b>Version date</b> | <b>Summary of Changes</b>                          |
|----------------|---------------------|--|
| V1             | January 2019        | New Policy including Loan Agreement and Procedures |
| V1.1           | June 2019           | Louise Ray comments incorporated                   |
| V1.2           | June 2022           | Minor amendments made (SK)                         |

**DATE OF REVISION: June 2027**