

Internal Loans Policy

Hull History Centre is a partnership between Hull City Council and the University of Hull. The City Council's obligations to the partnership are administered and delivered on its behalf by Hull Culture & Leisure Ltd a wholly owned Hull City Council company. The partners aim to provide a seamless service to stakeholders. The following only applies to the loan of items from Hull City Archive collections to Hull City Council or approved contractors.

We recognise that on occasions records of the City Council, or the University of Hull held by Hull History Centre will need to be transferred back to the originating department, its modern equivalent, elsewhere within the respective institution, or a third party acting on its behalf.

1. How to identify items

Hull City Archive collections can be searched via our online catalogue:

<http://catalogue.hullhistorycentre.org.uk>. For uncatalogued collections or assistance with finding records please contact the History Centre at hullhistorycentre@hcandl.co.uk

2. Requesting items for loan

- a) Documents will be lent to the originating institution; items may not be transferred to a third party, e.g. legal advisor, without informing us.
- b) All items must be signed for prior to being released and collected from the Hull History Centre.
- c) A copy of this loan policy will be provided with all loan requests.

3. Care of the document(s) or items

- a) Items must be transported safely and securely.
- b) Items must be stored securely and protected by all reasonable means against damage, theft, or misplacing.
- c) No mark in pencil, ink, paint, or any other material may be made on any items, nor may any such existing mark be obliterated. No adhesives of any kind may be applied to the items.
- d) Damage or loss should be reported to the Hull History Centre, and in the case of items containing personal and sensitive information this must be reported without delay to your organisation's Information Governance Team or equivalent authority.
- e) No conservation measures of any description may be carried out other than at Hull History Centre, or when a member of our staff is present.

4. Packing and collection

- a) History Centre staff will pack or prepare all items for transportation.
- b) A condition report will accompany each item on loan, where applicable.
- c) Items must be collected from Hull History Centre unless agreed otherwise.

5. Travel arrangements

- a) All items must travel under the personal supervision of an authorised member of staff of the organisation, including the City Council courier service.

6. Return of loans

- a) Items must be transported safely and securely, including the City Council courier service, when being returned to Hull History Centre.
- b) A signature confirming the return of item(s) will be required.
- c) A copy of the loan form will be provided as a receipt for proof of return.

7. Monitoring Loans

We reserve the right to monitor internal loans. This is to ensure that documents loaned back to the originating institution do not become mislaid or forgotten, and to safeguard their long-term preservation. Please respond promptly to our enquiries as to the current location and likely duration of the ongoing loan.

8. Review

This policy will be reviewed every two years.

Last updated: October 2024

To be reviewed: October 2026