

State Library of Western Australia
LENDING FOR EXHIBITIONS POLICY

1. Purpose

The purpose of this Policy is to define the conditions under which collection materials can be lent from the State Library of Western Australia to other organisations, typically for exhibition or access. The State Library recognises there may be other valid reasons for lending collection items and will consider these on a case-by-case basis.

2. Scope

This policy applies to all Library Board of Western Australia collections.

3. Context

The primary collecting purpose of the State Library is to acquire Western Australian documentary heritage materials and make them accessible for future generations.

The State Library seeks to balance its commitment to preserving and protecting its collections and providing services that are in keeping with the needs of the community it serves.

The State Library recognises the importance of lending items to other organisations to promote its collections and provide opportunities for access, engagement and collaboration.

4. Policy Statement

It is the policy of the Library Board of Western Australia that the State Library of Western Australia will make materials available for loan to other organisations for the purpose of exhibition and access except where:

- ***physical condition or rarity prevent the material being made available, or***
- ***the facility and/or exhibition conditions of the borrowing organisation (e.g. security or the availability of suitably qualified staff) are inadequate for ensuring the protection of the material, or***
- ***the State Library's own exhibition or project requirements, or ability to resource preparation of the loan, prevent the material being made available at the requested time.***

The State Library reserves the right to refuse loan of any material for any other reason it deems fit.

The State Library of Western Australia Loan Agreement and Conditions (including any recoup of costs or loan fees) must be agreed to by the borrowing organisation as part of the loans process.

When original materials cannot be loaned, a facsimile may be created and made available, at the discretion of the State Library.

5. Responsibilities

Director Collection Services – policy content and implementation.
CEO and State Librarian – approval of all loan requests.

6. References

- State Library of Western Australia Loan Agreement and Conditions
- Loan Request Condition Report – for print and non-print items
Procedure and Workflow – Lending for Exhibition

7. Authorisation and Review

First approved	Library Board, 7 July 2022
Next review date	Three years from Board approval
Reviewed	December 2024
Approved	Library Board, 13 March 2025
CIU file	22/214