

英国国家图书馆藏品的借展规定

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借展登记处

REGISTRAR'S OFFICE

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1. 承诺借出

1. Commitment to Lend

基于英国国家图书馆 1972 年法案，英国国家图书馆委员会可以“在保证藏品安全的前提下，提出他们所认为必需的约束和条件，然后才可以与教育、文学或文化等有关的活动中出借藏品，当然是在必需的前提下出借部分藏品”。

Under the terms of the 1972 British Library Act, the British Library Board may “subject to such restrictions and conditions as they think necessary to safeguard their collections, lend any item, and make any part of their collections, or of their premises, available in connection with events of an educational, literary or cultural nature”

如此，英国国家图书馆可为在英国及海外的展览出借展品。

As such, the British Library lends objects to exhibitions in the UK and abroad.

本文件即为希望从英国国家图书馆借展的单位提供相关信息，并说明借展单位必需满足的基本条件。

This document aims to provide prospective borrowers with information on how to borrow from the British Library. It also explains the general Conditions that borrowers must fulfil.

这些条件（第 6 点）必须包含在展览筹备和预算中。

These Conditions (point 6) should be factored into exhibition preparation and budgeting.

对本文件的任何疑问，须直接联系英国国家图书馆藏品出借登记员（第 7 点）

Queries arising from this document should be directed to the British Library's Loans Registrar (point 7).

2、谁可以借展？

2. WHO CAN BORROW?

借品（loans）可以在英国及海外的公共展览中展出。

Loans are made to public exhibitions within the UK and abroad.

借品不得用于私人或商业展览。

We do not lend to private or commercial exhibitions.

我们一般不在新展厅或未检测过的展厅做首展。如果一定要做开幕首展，英国国家图书馆会采用一系列步骤来确保展厅符合借品展陈的条件。这包括在同意借展前的展厅视察。

We do not normally lend to inaugural exhibitions in new and untested venues. If we consider doing so, the Library will take steps to ensure that the venue can fully meet our conditions of loan. This may involve an inspection visit prior to agreeing the loan.

3、如何申请借品

3. HOW TO REQUEST THE LOAN

为了使英国国家图书馆能够为准备借品而平衡其总体职责，在展览开始前至少 6 个月，需要给我们一个正式的确定的借品目录。

To enable the Library to balance its overall obligations and in order to prepare the loan, we do require a **formal and final** loan request **at least six months** in advance of the exhibition.

为了准备借品请求，借展单位必须联系借展登记员。

To prepare for this request, borrowers should contact the Loans Registrar.

正式的书写的借品请求，需要寄给借展登记员，并包含下列信息：

The formal **written** request, addressed to the Loans Registrar, should contain the following information:

展览时间

- Exhibition dates

展厅详细信息，包括联系人姓名、电话、传真号。。

- Venue details, including contact name, telephone and fax numbers.

借品的完整描述，包括排架号和参考号。对开本（文件夹）和页码是基本的。

- Full object description with the shelf mark or reference number.

The folio/page opening is essential.

描述展览中借品所处的位置和展示内容的展陈大纲。

- The exhibition scenario explaining the context of the object within the exhibition.

4、出借标准

4. LENDING CRITERIA

我们会尽力支持借品请求。在决定是否出借时，我们主要考虑：

We do our best to support loan requests. In deciding to lend we have to consider:

藏品所需要的保护需求

- The preservation needs of the object.

有助于借品的可用资源

- The resources available to expedite the loan.

如果借品出借会对我们的公共服务项目造成严重影响及造成读者较大不满

- If the absence of the object will be detrimental to our public programmes or greatly disappoint our readers

5、审议及合同

5. CONSIDERATION AND CONTRACT

借品请求会在收到申请后尽快加以考虑。

The request will be considered and the decision communicated to the applicant as soon as possible.

如果申请成功，借展单位必须满足以下借品条件（第六点）

If an application is successful, the borrower will be required to meet our **General Conditions** of loan (point 6).

借品取决于借展单位令人满意的特别条件，尤其是为每件借品量身定做的条件。这些条件将构成借品合同，由借展登记员和借展单位同意后签字。

The loan will also be contingent upon the borrower satisfying **specific conditions**, tailored to the precise circumstances of each loan. These conditions will form the Loan Contract, drawn up by the Loans Registrar and agreed by the borrower.

6、借品基本条件

6. GENERAL CONDITIONS OF LOAN

英国国家图书馆基于全民族的信任保管藏品。我们部分法定职责就是保证藏品安全，并在我们管理藏品期间不断对藏品进行保护和修复。为达成这一职责，以下条件，即国际博物馆和图书馆标准，是必须满足的。

The Library holds the Collections in trust for the nation. Part of our statutory obligation is to ensure the safety, security and ongoing preservation of objects within our care. To accomplish this, the following **Conditions**, which reflect international museum and library standards, are mandatory.

6.1 展览和布展日期

6. 1 Exhibition and Installation Dates

借展单位必须在展览开幕前至少 2 个月告知英国国家图书馆展览日期的变化。

The Borrower will notify the Library if the Exhibition dates change no less than **2 months** before the Exhibition opens.

6.2 遵照国际道德标准

6.2 Compliance with International Ethical Standards

借展单位必须声明，他的收藏或计划展览中没有藏品或展品违反国际博物馆协会道德章程，或者英国国家图书馆所有物被对待的方式也将不会违反国际博物馆协会道德章程。英国国家图书馆保留不预先通知、不支付费用、不带本机构偏见地随其意愿终止全体或个别出借的权利，针对那些因疏忽、蓄意或没有能力揭示那些将和英国国家图书馆所有物一起展览的材料来源或者缺少来源的借展单位，或者表现出助长或支持非法文化财产交易行为的借展单位。

The Borrower will be asked to declare that no item in its collections or in the proposed exhibition, or the manner in which, British Library property is to be treated, will contravene the International Council of Museums Code of Ethics. The Library reserves the right to terminate at its discretion and without notice, without cost, and without prejudice to itself corporately or individually any loan to any exhibition where the borrower has inadvertently, deliberately or

otherwise failed to disclose the provenance or lack of provenance of material to be exhibited alongside British Library property, or where the borrower has acted so as to further or support the trade in illicit cultural property

6.3 扣押豁免权

6.3 Immunity from Seizure

在扣押豁免法令和/或规定生效的国家，借展单位有责任确保英国国家图书馆出借给他们的所有物符合这些规定。如果借展单位未能确保，随之对英国国家图书馆造成的任何损失均属于借展单位的责任。

In countries where immunity from seizure statutes and/or regulations are in force, it is the responsibility of the Borrower to ensure that British Library property loaned to them is covered by such provisions. Where the Borrower has failed to do so, liability for any consequent loss to the Library will lie with the Borrower.

6.4 安全

6.4 Security

借品只能出借给经过英国博物馆、图书馆和档案馆委员会（MLA）的国家安全顾问检验通过的展厅。

Loans will only be made to a venue that has been approved by the National Security Adviser from the Museums, Libraries and Archives Council (MLA).

国家安全顾问将会联系借展单位，以便做出评估。

The National Security Adviser will contact the Borrower in order to make the assessment.

可以在 MLA 网站 www.mla.gov.uk 获取有关最低安全要求的情况说明表。

The minimum requirements for security can be obtained in fact sheet form from the MLA at www.mla.gov.uk

6.5 环境和陈列

6.5 Environment & Display

针对每件藏品的明确环境和陈列要求将逐条列入借展协议。

Specific environment and display requirements for each object will be outlined in the Loan Contract.

但是这里作为指导罗列几条，画廊和店铺的环境必须稳定且应符合如下参数（英国标准 5454:2000）。

For your guidance, however, the environment in the **gallery and store** must be stable and should fall within these parameters (British Standard 5454:2000).

温度在 16 -19 摄氏度之间，起伏不超过 $\pm 1^{\circ}\text{C}$ 每 24 小时。

- **The temperature will be between 16 -19 ° centigrade with fluctuations of no more than $\pm 1^{\circ}\text{C}$ per 24 hours.**

相对湿度在 45-55%之间，起伏不超过 $\pm 5\%$ 每 24 小时。

- The relative humidity will be between 45-55% with fluctuations of no more than $\pm 5\%$ per 24 hours.

照明水平不超过 50 勒克斯，紫外线分布不超过 10 微瓦每流明。

- The light levels will not exceed 50 lux with the proportion of ultraviolet not exceeding 10 microwatts per lumen.

借展品到达展厅后，在一段时间（通常为 24 小时）内不得被拆除包装和进行陈列，以便其适应新环境。

On arrival at the venue, a period of time, usually 24 hours, will be required for the objects to acclimatise, before being unpacked and installed.

借展品不能被放置于通风管道、气流口或热源附近。

Objects will not be sited near ventilation ducts, draughts, or sources of heat.

英国国家图书馆必须核准用于展陈的所有方法和材料。展柜立体图和画廊平面图要递交给借展登记员，以考虑注意事项。

The Library must approve all methods and materials used in the display. Case elevations and gallery plans will be submitted to the Loans Registrar for consideration.

用于内衬展陈容器的纺织品必须经过大英博物馆科研部的检测和批准（见第 8 点）。

Textiles that are used to line display cases must be tested and approved by the Department of Scientific Research at the British Museum (see point 8).

6.6 吸烟、食品和饮料

6.6 Smoking, Food and Drink

在图书馆借品陈列的任何展览空间内严格禁止吸烟、食品和饮料。

Smoking, food and drink are strictly forbidden in any exhibition space containing Library loans.

6.7 包装和运输

6.7 Packing and Transport

借展单位承担所有包装和运输费用，并指定有经验的英国（以及其他合适的地方，国外）艺术品代理商承揽此项工作。

The borrower will bear the cost of all packing and transport and appoint experienced fine art agents in the UK (and, where applicable, abroad), to undertake this work.

运输必须采用最直接的路线并遵循 MLA 国家安全顾问确定的最低要求。这些要求可以从 www.mla.gov.uk 上 MLA 的情况说明表中获得。

Transport will be by the most direct route and adhere to the minimum requirements set out by the National Security Adviser (MLA). These requirements can be obtained in fact sheet form from the MLA at www.mla.gov.uk.

在借展单位指定代理商前，借展登记员要核准所有要求，包括对艺术品代理商的选择。

The Loans Registrar will approve all arrangements, including the choice of fine art **agents**, before the borrower appoints the agents.

对于国际借展，艺术品代理商要安排所有海关和安全许可，确保专递员（第 6.7 点）在所有进出港口获得帮助。

For international loans, the fine art agents will arrange all customs and security clearance and ensure that the courier (point 6.7) is given assistance at all ports of entry and exit.

英国国家图书馆将会安排出借品打包。

The Library will arrange for the loan to be packed.

6.8 专递员——护送出借品的英国国家图书馆代表

6.8 The Courier - Library representatives escorting loans

专递员负责在运输途中护送出借品，到达展厅后承担或监督出借品的拆包、物理检查和安置工作。

A courier will escort the loan in transit and, upon arrival at the venue, will undertake or supervise unpacking, physical examination and installation.

根据出借品的尺寸和复杂程度，可以有多位专递员。

送交和安置工作将在展览开幕前夕完成。

More than one courier may be required, depending on the size and complexity of the loan.

Delivery and installation will take place **just prior** to the exhibition opening.

专递员有权处理和借品相关的所有事务。一旦借展协议遭到破坏，专递员可以在任何时刻携带借品返回英国国家图书馆。

The courier will have authority over all business relating to the loan. If the Loan Contract is breached, the courier may, at any point, return to the Library with the loan.

航空护送借品时，专递员将乘坐商务舱。存在需要随身携带的托运借品时，有必要额外为其购买座位。

When escorting the loan, and travelling by air, the courier will fly business class. The purchase of an extra seat may be necessary for hand-carried consignments.

借展单位将为专递员安排酒店并承担费用，同时为专递员提供预先商定的金额用于餐饮和支付其他各种费用。这些费用将在专递员到达后立刻以现金方式给付。

The borrower will arrange and pay for the courier's hotel and give the courier a pre-agreed amount of money to cover food and sundry expenses. This will be given to the courier, in cash, immediately upon arrival.

6.9 保险与赔偿

6.9 Insurance & indemnity

出借品必须接受英国政府赔偿或艺术品商业保险。

Loans will be covered either by UK Government Indemnity or by commercial fine art insurance.

英国政府赔偿方案在英国范围内可以免除借展单位获得商业保险的需要，从而便利展品出借，前提是出借品符合条件且展厅的安全性通过 MLA 国家安全顾问的审核。

The UK Government Indemnity Scheme facilitates loans within the UK by removing the need for borrowers to obtain commercial insurance if the Conditions of Loan are met and security at the venue meets with the approval of the National Security Adviser, MLA.

常规方案如下：

Normal arrangements are as follows:

政府资助机构（英国国家机构）

英国国家图书馆通常将承担出借品损失的风险。尽管如此，一旦发生损坏，借展单位将承担修复费用。

▪ To Government Funded Institutions (UK Nationals)

The Library will **normally** bear the risk of loss of an object. If damage occurs, however, the borrower will bear the cost of repair.

其他英国展场

如果出借品符合条件，英国国家图书馆可以取消商业保险的需求。但是借展单位将需承担借展协议中将会列出的最低给付义务。

▪ To other UK Venues

The Library may waive the need for commercial insurance if the Conditions of Loan are met.

The borrower, however, will bear a minimum liability that will be outlined in the Loan Contract.

国际借展

英国国家图书馆指定和委派的艺术品保险代理商将为出借品承保。保险费由借展单位承担。

▪ International loans

A fine art insurance broker, named and instructed by the Library, will underwrite the loan.

The premium for this will be borne by the borrower.

英国国家图书馆也将会考虑外国政府赔偿。

The Library will also consider foreign government indemnities.

所有方案将由借展登记员制订。

All arrangements will be made by the Loans Registrar.

6.10 费用

6.10 Cost

借展单位将无限额承担以下费用：

The borrower will bear the following costs without limit:

运输和包装

Transport and packing

订制陈列支架/支撑

Manufacture of bespoke display cradles/supports

保险或最低付给义务

Insurance or minimum liability

交通费 and 保险，住宿和生活补助

Travel tickets and insurance, hotel and subsistence allowance

安全摄影

Security photography

保护费用通常由英国国家图书馆承担。如果借品需要进一步被利用，而为此所要求的资源巨大，则可能要求借展单位承担所有或部分保护费用。

The cost of conservation is **normally** borne by the Library. If the loan is to proceed, and the resources required to prepare it are considerable, the borrower may be required to bear all, or part of the cost.

6.11 摄影、胶片化和复制

6.11 Photography, Filming and Reproduction

如果没有安全摄影或缩微胶卷/数字扫描，则必须在发送借品前准备好借品的替代品。

If no **security photography or microfilm/digital scan** exists, a surrogate of the object must be made before the loan is dispatched.

借展登记员将会代表借展单位与英国国家图书馆影像服务部建立账户，自动安排上述事项。英国国家图书馆影像服务部将为借展单位直接为此开具清单发票。

This will be arranged automatically by the Loans Registrar who will set up an account with British Library Imaging Services on behalf of the Borrower. British Library Imaging Services will invoice the Borrower direct for this.

上述费用必须在借品派出日两个月前汇至英国国家图书馆影像服务部。

Payment for this work must reach British Library Imaging Services **no less than two months** before the loan dispatch date.

复制影像可以在英国国家图书馆影像服务部获取。借展单位应当就收费、申请许可、版权问题联系英国国家图书馆影像服务部。复制请求/许可应当通过 www.bl.uk 在线提交。

Images for reproduction can be obtained from British Library Imaging Services. The borrower should contact British Library Imaging Services regarding charges, licensing and copyright. Orders for reproductions/permissions should be placed on line via www.bl.uk.

胶片不可用于商业目的。

Filming is not permitted for commercial purposes.

为推广或教育目的进行拍摄必须事先征求借展登记员许可。

Permission to film for promotional or educational purposes must be sought, in advance, from the Loans Registrar.

6.121 出版权

6.121 Publication right

在借品尚未出版的地区，如果借品被借展单位公开出版或展览，其所有出版权将归英国国家图书馆。

Where an object has not been published and is then published or displayed to the public by the borrower, all publication rights will be assigned back to the British Library.

6.13 取消

6.13 Cancellation

一件藏品的借出无论以何种原因取消，所有合理发生的费用均由借展单位承担。

If the loan is cancelled, for whatever reason, all reasonable costs will be borne by the borrower.

7. 英国国家图书馆联系方式

7. Library Contacts

图书馆网站: www.bl.uk

Library website: www.bl.uk

借展登记员

英国国家图书馆影像服务部

Loans Registrar

British Library Imaging Services

Barbara O'Connor

www.bl.uk/imaging

T +44 (0)20 7412 7561

Tel: +44 (0)1937 54660

F +44 (0)20 7412 7787

barbara.o'connor@bl.uk

8. 有用的外部联络方式

8. Useful External Contacts

赔偿建议:

安全、运输和环境建议:

Advice on Indemnity:

Advice on Security, Transport and Environment:

www.mla.gov.uk

www.mla.gov.uk

Sean Farran, Government Indemnity William Brown, National Security Adviser

Scheme Manager Museums Libraries and

Museums Libraries and Archives Council

Archives Council (MLA) T+44 (0) 21 345 7300

T+ 44 (0)20 7273 1420 william.brown@mla.gov.uk

Sean.Farran@mla.gov.uk

材料测试建议:

Advice on materials testing:

www.thebritishmuseum.ac.uk

The Department of Scientific Research

The British Museum

T +44(0)20 7323 8279

science@thebritishmuseum.ac.uk

打击非法贸易和其他注意事项:

Advice on Combating Illicit Trade and Due Diligence:

www.mla.gov.uk

Museums Libraries and Archives Council

Acquisition, Export and Loans Unit

T + 44(0)20 7272 1444