

Unit AG4 Lend and borrow items

Elements

- AG4.1 Establish criteria and procedures for lending items**
- AG4.2 Evaluate a request for the loan of an item**
- AG4.3 Agree the loan of an item to a borrower**
- AG4.4 Agree the loan of an item from a lender**

Unit Commentary

This unit is for archaeologists who have responsibility within organisations to assess which items can be lent to others and for liaising with users of the collection.

Organisations routinely lend and borrow items to and from other organisations and individuals. There have to be some criteria and procedures for the lending and borrowing of items, set within the context of the organisation's overall policy on collection management. Once the criteria and procedures are established, any request from a potential borrower for a loan has to be measured against them and the loan can then be negotiated. When items are borrowed, the situation is reversed. This unit covers establishing criteria for lending items so that the candidate and others have clear guidelines to follow; evaluating requests from borrowers for the loan of items; agreeing (however simply) what happens when items are lent to others; and agreeing (however simply) what happens when items are borrowed from others.

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AG4.1 Establish criteria and procedures for lending items

Performance Required

This will involve:

- a) Determining the **categories of borrower** and the purposes of borrowing
- b) Estimating and agreeing the **resources required** to provide a lending service
- c) Establishing **criteria** which express the standard conditions for lending items
- d) Establishing **procedures** for identifying the current condition of an item
- e) Establishing procedures for assessing risk to items
- f) Ensuring the lending procedures collect and record all the details required by the organisation
- g) Specifying clearly the limits of responsibility for lending items
- h) Establishing procedures for monitoring and reviewing the lending criteria

Occupational Context

- 1 Categories of borrower**
 - museum curators
 - educational institutions
 - researchers
- 2 Resource requirements**
 - staffing
 - insurance (in transit / on loan)
- 3 Criteria and procedures should cover**
 - decision-making
 - authorisation
 - recording
 - monitoring of the loan

Knowledge Requirements

You need to know and understand how to:

- Establish standard conditions for lending items and collections
- Specify procedures and criteria for loans
- Evaluate the effectiveness of procedures

You need to know about:

- The loan policy of the organisation
- National guidelines on the selection, retention and dispersal of collections
- How procedures can be used to identify potential risks to the item
- The information that is required during lending and borrowing
- The job roles in the organisation, and how to specify limits of responsibility
- The potential threats to objects from their environment
- Why a loan policy is necessary
- Who should receive copies of the loan policy

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AG4.1 Establish criteria and procedures for lending items

Required Skills

You should demonstrate:

- How to describe the current condition of an item
- How to assess risk to an item
- How to specify the limits of responsibility for lending items
- How to develop procedures for monitoring and reviewing lending criteria

Evidence Required

You should provide evidence that you can establish criteria and procedures for lending items

The candidate should be questioned, based upon the documentation provided, to explore how they:

- establish criteria and procedures for lending items. The criteria and procedures should cover the decision-making, authorisation, recording and monitoring of the loan, and should be aimed at protecting the loaned items from risks caused by theft and accidental or malicious damage.

Evidence Rules

The candidate should have been involved in lending and borrowing a range of items over a period of time, typical to their area of work activity

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AG4.2 Evaluate a request for the loan of an item

Performance Required

This will involve:

- a) Identifying clearly any risks to the item with advice from specialists where necessary
- b) Establishing the purpose of the loan with the borrower
- c) Specifying clearly the borrower's intended use of the item
- d) Identifying clearly the environment in which the loan will be maintained
- e) Identifying the **costs** of the loan and the liability for those costs
- f) Establishing arrangements for monitoring the loan
- g) Checking that the terms of the loan fall within the organisation's lending criteria

Occupational Context

1 Costs include

- handling
- insurance
- transportation
- security
- environment
- conservation
- monitoring visits

Knowledge Requirements

You need to know and understand how to:

- Minimise potential threats
- Monitor loans, and how this differs according to the type of borrower

You need to know about:

- The loan policy, procedures and criteria of the organisation
- National guidelines on the selection, retention and dispersal of collections
- The likely purposes of loans
- The potential risks to items from the method of transportation, the borrower's staff and the means of display
- The impact the purpose of the loan has on the evaluation of the request
- The information that is required during lending
- The likely differences between different types of borrower, and the duration of the loan
- The cost factors associated with a loan
- The insurance requirements

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AG4.2 Evaluate a request for the loan of an item

Required Skills

You should demonstrate:

- How to assess risks to the item
- How to make sure that the item is properly insured
- How to determine the purpose of the loan from the borrower
- How to determine the borrowers intended use of the item
- How to assess the environment in which the item will be maintained
- How to assess the costs and liability for the loan
- How to establish arrangements to monitor the loan

Evidence Required

You should provide evidence that you can evaluate a request for the loan of an item

The candidate should be questioned, based upon the documentation provided, to explore how they:

- evaluate a request for the loan of an item. You must demonstrate that you have identified any potential risks of damage or theft that arise from the method of transportation, the borrower's staff and the means of display.

The costs of the loan must include handling, insurance, transportation, security, environment, conservation and monitoring visits.

Evidence Rules

The candidate should have been involved in lending and borrowing a range items over a period of time, typical to their area of work activity

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AG4.3 Agree the loan of an item to a borrower

Performance Required

This will involve:

- a) Establishing and agreeing the lending **terms** with the appropriate people
- b) Conducting negotiations with the borrower within your area of authority
- c) Presenting the conditions of the loan to the borrower in a clear and precise manner
- d) Agreeing with the borrower who will be responsible for the costs of the loan
- e) Agreeing a method of monitoring the transportation, installation and ongoing condition of the loaned items
- g) Agreeing and formally recording all relevant details of the loan

Occupational Context

1 Terms of the loan

- cost
- income generation
- insurance
- duration
- location
- display
- proposed use of the items

Knowledge Requirements

You need to know and understand how to:

- Encourage and enable team members to take responsibility for monitoring and controlling activities against budgets

You need to know about:

- The requirements and legal rights of the organisation in relation to lending items
- How to specify the loan terms, and how to present these to the borrower
- What room for manoeuvre there is during negotiation
- Under what circumstances it would be necessary to refuse a loan
- The responsibilities of the lender and borrower
- Who the appropriate people are with whom to conduct negotiations
- The potential problems that may affect the loan
- The potential reasons for a loan
- Why it is important to formally record agreements with the borrower
- Your organisation's requirements

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AG4.3 Agree the loan of an item to a borrower

Required Skills

You should demonstrate:

- How to conduct negotiations
- How to formally record all relevant details

Evidence Required

You should provide evidence that you can Agree the loan of an item to a borrower

The candidate should be questioned, based upon the documentation provided, to explore how they:

- agree the loan of an item to a borrower

Evidence Rules

The candidate should have been involved in lending and borrowing a range items over a period of time, typical to their area of work activity

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AG4.4 Agree the loan of an item from a lender

Performance Required

This will involve:

- a) Explaining clearly the purpose of the loan to the lender
- b) Identifying the lender's borrowing conditions and correctly evaluating the organisation's ability to meet them
- c) Identifying clearly the environment in which the item will be maintained
- d) Identifying any potential risks to the item and feasible methods to minimise them
- e) Conducting negotiations with the lender within your area of authority
- f) Agreeing and formally recording all relevant details of the loan

Occupational Context

N/A

Knowledge Requirements

You need to know and understand how to:

- Establish and specify the terms of the loan
- Assess whether the organisation can meet the lender's terms
- Provide details of the accommodation for the loaned item
- Maintain goodwill during negotiation
- Consider offers, either acceptances or rejections
- Record the results of the negotiation for different types of borrowing

You need to know about:

- The concerns of the lending organisation, and how these can be addressed
- What it is reasonable to expect in terms of monitoring the loaned item
- What room for manoeuvre there is during negotiation
- Who the appropriate people are with whom to conduct negotiations
- Why the loaned item is needed

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AG4.4 Agree the loan of an item from a lender

Required Skills

You should demonstrate:

- How to identify the lender's borrowing conditions
- How to evaluate the organisation's ability to meet the lender's borrowing conditions
- How to identify the environment in which the item will be maintained
- How to assess risks to the item and methods of minimising them
- How to conduct negotiations maintaining the goodwill of all interested parties

Evidence Required

You should provide evidence that you can agree the loan of an item from a lender

The candidate should be questioned, based upon the documentation provided, to explore how they:

- negotiate the loan of an item from a lender.

Evidence Rules

The candidate should have been involved in lending and borrowing a range items over a period of time, typical to their area of work activity