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# THE FOUNDLING MUSEUM

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## Loan request procedure

The Foundling Museum welcomes requests to borrow items from its Collections from both UK institutions and those overseas.

It may be helpful to contact us in advance to discuss the potential loan. Please contact:

- Kathleen Palmer, Curator: Exhibitions & Displays, [kathleen@foundlingmuseum.org.uk](mailto:kathleen@foundlingmuseum.org.uk), for items relating to the Foundling Hospital
- Katharine Hogg, Librarian, [katharine@foundlingmuseum.org.uk](mailto:katharine@foundlingmuseum.org.uk), for Gerald Coke Handel Collection material

Formal requests should be made in writing with a minimum of six months' notice to:

Caro Howell  
The Director  
The Foundling Museum  
40 Brunswick Square  
London  
WC1N 1AZ

With an electronic copy sent to  
Alison Duke, Collections Manager, [alison@foundlingmuseum.org.uk](mailto:alison@foundlingmuseum.org.uk)

Loan requests are considered by the curatorial staff and the Director prior to a decision by the Museum's Board of Trustees. In addition, some loans may require further approval from Coram (the children's charity which began in 1739 as the Foundling Hospital).

Please include relevant information about your exhibition and some context as to why you are requesting the particular loan from our Collections. It is helpful to include with your formal request the UKRG Facilities and Security reports as well as UKRG Display Case Supplement (if relevant) along with any other information you think will be useful. This will assist in a quicker assessment of whether your venue is suitable for the loan.

The Foundling Museum does not generally charge a loan fee but does operate a full cost recovery policy for any direct costs associated with a loan, including conservation and framing. The Museum may send a courier to accompany the object while in transit and for installation and de-installation, to be decided on a case-by-case basis. The borrower is expected to cover all insurance, transport and courier costs.