

## RE: FW: V&A loans - Acknowledgement letter

Marina Rossi <m.rossi@vam.ac.uk>

Wed 12/06/2024 16:33

To: Monserrat Pis Marcos <m.pis.marcos@holburne.org>

Cc: Caterina Badan <caterina.badan@schrodercollection.co.uk>

 3 attachments (683 KB)

Acknowledgement letter Unicorn cup cover.pdf; BORROWERS GUIDE (UK) 2023 .pdf; V&A Loans policy and conditions - 2023.pdf;

Dear Monserrat Pis Marcos and Ms Badan,

I hope this email find you well.

By way of introduction, my name is Marina Rossi and I'm the Loan Assistant for the V&A's Loans Department and I will be managing the Cup Cover loan request and the return of The Schroder Collection Cup.

Thank you for your loan request received on 14<sup>th</sup> May requesting to borrow the Cup Cover and my biggest apologies for not having sent our Acknowledgement letter previously. I attached this to the email together with our loans policy, and borrower's guidance.

I can anticipate that the new long loan of the Cover has been approved last week by our Loans Committee and I will soon be able to send you the Approval Letter which will refers to the return of the Schroder Collection Cup too. I hope it is ok to wait a bit longer in such busy time for us and I'm very grateful for your patience.

In the meantime if you have any question, please do not hesitate to ask.

With many thanks and best wishes,

Marina

### **Marina Rossi | Loans Assistant**

V&A South Kensington | Cromwell Road | London | SW7 2RL

Email: [m.rossi@vam.ac.uk](mailto:m.rossi@vam.ac.uk) | Phone: 020 7942 2938

Visit: [vam.ac.uk](http://vam.ac.uk)

Follow: [Twitter](#) | [Instagram](#) | [Facebook](#)

Creativity. It's what makes us. [Watch our short film](#)

[Tropical Modernism](#) | Now Open | V&A South Kensington

[Fragile Beauty](#) | Now Open | V&A South Kensington

[NAOMI](#) | From 22 June 2024 | V&A South Kensington

[Japan: Myths to Manga](#) | Until 8 Sept 2024 | Young V&A

[Become a Member](#) | Your Membership card is your ticket to the V&A family of sites



A family of museums dedicated to the power of creativity

---

**From:** Monserrat Pis Marcos <m.pis.marcos@holburne.org>

**Sent:** Tuesday, May 14, 2024 1:02 PM

**To:** Directorate <directorate@vam.ac.uk>

**Cc:** Loans Section <Loans\_Section@vam.ac.uk>; Kirstin Kennedy <k.kennedy@vam.ac.uk>; Caterina Badan <caterina.badan@schrodercollection.co.uk>; Chris Stephens <c.stephens@holburne.org>; Helen Dawson <h.dawson@vam.ac.uk>; Valerie Kohler-Regel <v.kohlerregel@vam.ac.uk>; Eleanor Hutchison <e.hutchison@holburne.org>

**Subject:** [EXTERNAL EMAIL] FW: V&A loans - asking for the lid to the Unicorn cup

**CAUTION:** This email originates outside the V&A. Do not click on links or attachments unless you recognise the sender and are expecting the links or attachments. If you are unsure, contact the sender to confirm that the email is genuine.

Dear Dr. Tristram Hunt,

As per the correspondence below between Kirstin Kennedy and Dr Caterina Badan, the Holburne Museum would like to submit a formal loan request for

**Cup Cover, ca. 1570 (made), silver-gilt with an enamel coat of arms, bone. M.322A-1956**

Please find attached a scanned copy of the hardcopy loan letter that was put in the post today.

Please kindly note that we are unable to provide a facilities report and environmental readings for the gallery at this stage as work on the spaces has not yet begun, but we should be in a position to provide this information shortly.

Thank you in advance for your time and consideration. Please do not hesitate to contact me or my colleague Eleanor Hutchison (cc'ed) should we be able to assist further.

Kind regards,

**Monserrat Pis Marcos**

Curator

The Holburne Museum

Great Pulteney Street

Bath BA2 4DB

Direct line: 01225 388542

**Open daily**

**Changing Lives Through Art**

[www.holburne.org](http://www.holburne.org)

Changing Lives Through Art in partnership with Bath Spa University and the University of Bath

Don't miss:

**Henry Moore in Miniature** 3 May to 8 September

**Mr Doodle! Museum Mayhem** 3 May to 1 September

**Uncanny Visions: Paula Rego and Francisco de Goya** 27 September to 5 January 2025

---

**From:** Kirstin Kennedy <[k.kennedy@vam.ac.uk](mailto:k.kennedy@vam.ac.uk)>

**Sent:** 12 April 2024 17:29

**To:** Caterina Badan <[caterina.badan@schrodercollection.co.uk](mailto:caterina.badan@schrodercollection.co.uk)>

**Cc:** Helen Dawson <[h.dawson@vam.ac.uk](mailto:h.dawson@vam.ac.uk)>; Valerie Kohler-Regel <[v.kohlerregel@vam.ac.uk](mailto:v.kohlerregel@vam.ac.uk)>

**Subject:** V&A loans - asking for the lid to the Unicorn cup

Dear Caterina,

Following on from my last e-mail ... my colleagues in the Loans Unit have asked me to tell you that we have a **12-month lead time now for formal loan requests**, so please can the Holburne Museum put in their request for the lid soonest (if they want it by Spring 2024)?

They will also need to submit a formal loan request addressed to the Director of the V&A, Dr Tristram Hunt ([director@vam.ac.uk](mailto:director@vam.ac.uk)), and copy in the Loans Section ([Loans\\_Section@vam.ac.uk](mailto:Loans_Section@vam.ac.uk)).

Please could they include the following information in their formal request (not all will apply, of course, as this is for a permanent gallery):

- Exhibition / display title
- Venue(s)
- Exhibition / display open and close dates
- Main exhibition / display themes
- Full details of the object requested, including object numbers
- Explanation for how the objects requested fit into the exhibition display and concept
- Contact details
- How the objects will be insured/indemnified
- Facilities report (if available)

You can find more information about our loans process on our website:

<https://www.vam.ac.uk/info/loans>

Have an excellent weekend!

k

Creativity. It's what makes us. [Watch our short film](#)

[Tropical Modernism](#) | Now Open | V&A South Kensington

[DIVA](#) | Until 10 April 2024 | V&A South Kensington

[Fragile Beauty](#) | From 18 May 2024 | V&A South Kensington

[NAOMI](#) | From 22 June 2024 | V&A South Kensington

[Japan: Myths to Manga](#) | Until 8 Sept 2024 | Young V&A

[Become a Member](#) | Your Membership card is your ticket to the V&A family of sites



A family of museums dedicated to the power of creativity

This message is intended solely for the use of the individual or organisation to whom it is addressed. It may contain privileged or confidential information. If you have received this message in error, please notify the originator immediately. If you are not the intended recipient, you should not use, copy, alter, or disclose the contents of this message. All information or opinions expressed in this message and/or any attachments are those of the author and are not necessarily those of The Victoria and Albert Museum or its affiliates. The Victoria and Albert Museum accepts no responsibility for loss or damage arising from its use, including damage from virus. Victoria and Albert Museum, Cromwell Road, London SW7 2RL, Tel: 0207 942 2000