



Conditions for loans

General

- The maximum loan period is four months. Longer loans will be considered on a case-by-case basis.
- When requesting a loan, the borrower must attach a facilities report and preferably also readings for temperature and relative humidity.
- No application for a touring exhibition will be accepted.
- The lender must have free access to the exhibition space and reserves the right to check climate readings, light levels and security at any time.
- The RKD reserves the right to terminate the loan(s) with immediate effect if, in its opinion, one or more terms of the loan are not met, in which case all other conditions of the loan agreement will continue to apply in full.
- Loaned objects must not be photographed or filmed without prior agreement of the RKD.
- Two copies of the catalogue and/or other publications accompanying the exhibition must be sent to the RKD free of charge. Provenance of the objects must be stated using the credit line specified in the loan agreement. *Maker, title, year, archive, RKD – Netherlands Institute for Art History, The Hague.*
- The objects must be maintained in the condition in which they were received and the borrower must ensure that the greatest possible care is taken of them

Transport

- Transport to and from the venue is the responsibility of the borrower, and is to be organised by a transport company that specialises in art objects (approved in advance by the RKD) at the expense of the borrower.
- Arrangements for collecting and returning the object(s) from and to the RKD must be made well ahead of time.
- The RKD may require that the loan is accompanied during transport by a courier. The costs for transport assistance per day part (4 hours) are € 300, for a full day (8 hours) € 600. The borrower is responsible for all expenses arising from the courier's supervision during transport, including travel and accommodation costs.
- If not collected by a courier from the RKD, the borrower must ensure that objects are repacked as received, using the same packaging materials in which they arrived.
- In rare cases it may be necessary to make special packaging so that item(s) can be transported safely. The costs of such packaging will be covered by the borrower.
- The RKD will draw up a condition report in which the condition of the object (including any existing damage) is recorded. The report accompanies the object and will be checked by the borrower immediately on receipt and, if required, amended, before being signed off. Should a change in the condition of the loaned object be noticed, the borrower must notify the RKD without delay.
- Loans must be collected not more than seven days prior to the opening date of the exhibition and returned directly to the RKD within seven days of deinstallation.



Exhibition

- All costs for preparatory conservation work, specialist supports or packaging materials will be covered by the borrower.
- Objects must be unpacked/packed in the exhibition area, and installed/deinstalled by qualified members of staff in consultation with the RKD. If necessary, these tasks will be carried out by a courier from the RKD.
- The loan object must not be made available to any third party for research or other purposes.
- Deinstalled objects must not be moved or reinstalled without permission from the RKD.
- The borrower must ensure that smoking, eating or drinking are not allowed at any time in the exhibition area, the storage space or the loading bay.
- On text panels, labels, etc. in the exhibition, the following credit line must be used: see required credit line given in the loan agreement/form.

Conditions

The borrowing institute must abide by the following standard conditions for displaying the objects entrusted to it:

- Objects must be displayed in a secure and dust-excluding showcase or frame made of inert materials.
- Temperature must be kept below 23°C, with a maximum fluctuation of 2°C in any 24-hour period.
- Relative humidity (RH) must be kept between 45% and 55%, with a maximum fluctuation of 5 % in any 24-hour period.
- Loans must not be exposed to direct sun or daylight. The UV light level must be kept below 10 microwatts per lumen.
- Lighting on the object must be 50 lux maximum.
- Outside normal opening hours the area in which the objects are displayed must be dark or the objects must be covered.
- The RKD reserves the right to have a data logger installed next to the object.
- Framing must only be undertaken by or in consultation with the RKD.
- Objects must on no account be fixed to another surface using tape or glue.
- The borrower must not undertake any restoration or conservation to the object.
- Objects must not be placed against an outer wall, unless they are in a specially made frame. They must not be placed near heat sources, water pipes, unprotected windows or next to an entrance or exit.
- Display and building materials harmful to objects must be avoided.
- Prior to and following the exhibition, the objects as well as the packaging and transport materials must be stored in an area with environmental conditions matching those mentioned above.
- Depending on the specific characteristics of an object, additional restrictions may be required.



Insurance/liability/damage

The borrower is required to:

- Arrange insurance cover on a full 'all risks' and 'nail to nail' basis to the value stated in the loan agreement. The certificate of insurance, or a signed copy, must be received by the lender before transport procedures commence. In the absence of this insurance document, the RKD reserves the right to detain the objects and refuse handover until the certificate has been received.
- Inform the lender (RKD – Netherlands Institute of Art History) at once in the event of loss, theft or damage to the objects, however slight.
- Bear any costs incurred through loss or damage to the items during the loan period.

Security

- Objects must be protected 24 hours a day, and 7 days a week, against burglary, theft, loss, fire and flood for the duration of the loan period.
- The exhibition venue must comply with the Fire Safety Regulations of the Fire Service, or where these do not apply, with the requirements of the local fire brigade. Extinguishers in the exhibition area must use foam, not powder.
- The borrowing institute must have a recent calamities and/or crisis preparedness plan.