

Guidelines for borrowers

1. Please direct your written request, including the precise title of the desired item, to the Archives Director, Academy of Arts (see below for address). Due to the high volume of requests and the procedures to be followed, your request must be made **at least 6 months prior to the beginning of the desired loan**. The loan contract itself must be signed at least three weeks prior to the planned transport of the loan. In cases where climate-controlled crates are required, a longer period of notice is required.
2. Please fill out the attached **questionnaire** and return it to our registrar (see below for address). In addition please send her the **facility report** on the planned exhibition space.
3. The borrower undertakes to bear all **costs** associated with the loan, in particular the cost of transportation, packaging, insurance and any couriers.. Should the requested objects require conservation treatment at a time when the Academy's own conservation staff are at full stretch, the required work will be outsourced. These costs, too, will be borne by the borrower.
4. Costs incurred by the Academy will be invoiced to the borrower on the following basis (per object):
 - Secure digitization of the items: 2€ for each page (graphical work, photograph, archive document); on T&M basis for painting, sculpture, museum artifacts, architectural plan larger than A1, architectural model as well as unique writing as diaries or correspondence
 - Matting / framing: € 100 (cost may be higher for extra large items)
 - Construction of frame; purchase of anti-UV glass: invoiced according to outlay
 - Mounting of documents: € 20
 - Book cradle: € 50
 - Technical preparation of paintings, sculptures etc: invoiced according to outlay
 - Provision of scans / colour transparencies for reproductions / use in catalogue: see the pricelist on the Academy of Arts website;
<http://www.adk.de/de/archiv/benutzerservice/preisliste.htm>An estimate of the costs will be sent in advance.
5. To enable us **to identify the desired objects** we will require the following information on each item:
 - Artist / author / creator
 - Title or description
 - Name of individual archive or collection containing the object; shelf mark or inventory number
 - Type of object
 - Date of creation
6. Art works on paper are only loaned if they have been framed and matted, documents only if they have been appropriately mounted on cardboard carriers. It may be necessary to provide a book cradle for bound volumes. For this reason we will need **information on the intended mode of presentation**:
 - Wall or glass display case?
 - In the case of convolutes / large itemised groups: which leaf?
 - In the case of leaves printed or written on both sides: which side? Where the borrower needs a reproduction of the reverse side, early notification is required.

- In the case of books: which double spread is to be exhibited? With books being displayed closed: front or rear cover?
7. The physical properties and condition of the object are crucial factors in the decision to approve a loan. The object may need conservation treatment prior to being released to the borrower, and this may delay the process. Particularly delicate and valuable objects may not be available for borrowing.
 8. The **duration of the exhibition** is also a key factor. As a rule, and depending on the materials and delicacy of the object, the exhibition should not run for more than three months, this period to include any extensions at other venues. Loaned objects may only be exhibited over the agreed period. Please notify us immediately if you intend to extend the exhibition or have it travel to other locations; in such cases the parties will have to come to additional agreements regarding the exchange of loaned objects, the use of reproductions, etc. If items are to be transferred to another institution, this institution must enter into its own agreement with the Academy of Arts.
 9. The loaning institution lays down the conditions governing **transport modalities** and packaging. The borrower must select the mode of transport that provides greatest security and the transport of objects must take place shortly before the opening of the exhibition and soon after its closure. It is the responsibility of the borrower to ensure that the agreed packaging is used.
 10. Approval of the loan is conditional upon the borrower taking **all necessary precautions to preserve the condition of loaned objects** during the exhibition (e.g. for paper objects 20 °C [\pm 2 °C] and 50 % RH [\pm 5%] and lighting of max. 50 lux). Atmospheric values must be monitored by calibrated thermohygrographs. (At its own discretion the Academy can ask the borrower to present test sheets at regular intervals.) **Security precautions** must also be taken to protect loaned objects against fire, water damage, theft, forced entry, etc. and during time spent in depositories prior to exhibition set-up and following take-down of the exhibition.
 11. **Set-up and take-down** of the loaned exhibits must be performed by qualified staff under the supervision of a professional conservator. No modification or conservation treatment of loaned objects may be undertaken without the assent of the Academy of Arts Archive. The independent removal of special fixtures (e.g. frames, glass, book cradles, mountings) is likewise prohibited. Frames may not be altered in any way without express permission; the existing hanging fixtures must be used.
All works pertaining to the interior décor of the exhibition space (drilling, painting etc) must be completed before the arrival of the loaned objects, unless these works relate to the hanging of the loaned items. The mandatory atmospheric conditions must exist prior to set-up. The correct lighting conditions must be maintained outside the opening hours of the exhibition and especially during set-up and take-down and during cleaning of the rooms. The lender must be informed immediately if a loaned object is damaged or its condition altered in any way.
 12. The Academy of Arts Archive will attach to every loaned object a **report detailing transport modalities and condition of objects**. This report will be the basis for identifying any changes or damage sustained by the object during transit or during the exhibition itself.
In cases where loaned objects are accompanied by an Academy courier, inspections will be carried out in the presence of a representative of the borrower on arrival at the location and prior to the return journey. The report also contains information on packaging requirements and a handover report.
 13. Where transport involves particularly delicate and valuable objects, they must be accompanied by an Academy **courier**. He will supervise the transport, set-up and take-down of loaned items and will document their condition on an ongoing basis. Travel and hotel costs and daily allowance are paid by the borrower.

14. We ask that you **exercise discernment in selecting** which objects to request from us, particularly in the case of art works. Regardless of the care taken in transporting items, every journey made poses a risk to the objects being transferred. For this reason original artefacts can only be requested where the scientific or artistic nature of the exhibition justifies the inclusion of said artefacts. In cases where the role of an object is largely illustrative, a reproduction can be used.
15. Should scans or colour transparencies be required for exhibition catalogues or as reproductions, borrowers must submit an *application for Permission to Publish Visual Materials* and fill out a *Scans, Photographs order form*. In the case of written material an *application for Permission to Publish* must be submitted. These forms can be located on the Academy of Arts website (www.adk.de → Archiv → Benutzerservice → Formulare). Please allow approx. four weeks for scans or colour transparencies, two weeks for the processing of applications for permission.
16. We reserve the right at any time to take steps to verify that our objects are being properly conserved and our specifications complied with.
17. Where a loan of considerable size and import has been made, we would expect an Academy representative to be invited to attend the opening at the expense of the borrower.
18. The conditions set out above will be printed in more detailed form in the loan agreement drawn up by the Academy of Arts Archive. Academy loan agreements are the sole basis for the loaning of Academy objects.

Please direct any remaining queries to our registrar.

May your exhibition be a success!

Contact addresses:

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